



Deepraj D Amonkar

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Profile Summary:

Experienced Customs Clearance Broker with expertise in UAE customs regulations, and logistics coordination. Skilled in managing documentation, and ensuring seamless import/export operations. Dedicated to providing efficient, affordable solutions with a focus on accuracy and customer satisfaction.

Work Experience:

Customs Clearance Administrator

February 2024 - Currently Working

FedEx Express, Dubai World Central | Dubai - United Arab Emirates – OSV

- Electronic processing of import and export bills for shipments, focusing on key clients like Emirates, DSV, Jaguar Land Rover, etc.
- Managing Dubai Customs claims for free zone shipments on the Dubai Trade Mirsal 2 platform.
- Providing exit/entry certificates to customers for free zone-bounded shipments.
- Processing VAT for import shipments.
- Submitting requests for inbound/outbound free zone gate passes on Dubai Trade.
- Processing low-value shipments through FedEx ACCS software.
- Sealing MERN trucks with Dubai Customs seals (GCC truck - land transportation).
- Coordinating with Dubai Customs.
- Communicating with customers, guiding them through customs requirements, documentation, and regulations to ensure hassle-free import and export transactions.

Junior Administrative Assistant

January 2023 - August 2023

Seafast Marine Services LLC - DUBAI

- Assisted in managing repair schedules, work orders, and maintenance records for ship repair projects.
- Coordinated with shipyard teams, vendors, and suppliers to ensure timely delivery of parts & materials.
- Handled documentation and data entry, including invoices.
- Supported the logistics team by tracking shipments, maintaining inventory records, and preparing customs paperwork.
- Assisted in arranging transportation and warehouse storage for ship repair materials.

Skills & Tools:

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|--------------------------|------------------------|------------------------|
| • Documentation | • Attention To Details | • Microsoft Excel |
| • Logistics Coordination | • Team Leadership | • ACCS Tool |
| • Data Management | • Multitasking | • Outlook |
| • Problem Solving | • Time Management | • ERP |
| • Customer Service | • Communication | • Dubai Trade Mirsal 2 |

Achievements:

Bravo Zulu Award FedEx Express – Dubai - 2024

Certificate Of Recognition Dulsco – Dubai - 2024

Education:

Diploma in Mechanical Engineering

Institute Of Shipbuilding Technology-Goa - (2016 - 2020)