

Operations Executive

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Company: Agile Consultants

Location: dubai

Category: other-general

Job Responsibilities:

- Well versed with DP World, Dubai Customs, Sharjah Customs, Ras Al Khaimah Customs operation & portals.
- Good knowledge of SAS handling, DNATA, DWC Airport and RAK Airport Ground Handling.
- Knowledge and execution of Shipment related documentation (e.g., customs inspection, bookings, doc booking, trucking, BOE submissions).
- Well versed with shipment clearance procedures for Imports & Exports.
- Responsible for all activities related to Import shipments handling.
- Verifies invoice prices against the agreed pricing as specified in the order.
- Creating Purchase order with the right article, variant, price, customs duty, freight, bank charges, based on the approved order.
- Preparing all documentation required for clearance of consignments from the Port.
- Providing Goods in Transit information to Finance.

Job Requirements:

- Bachelor's Degree
- 3 – 4 years' experience in a similar role.
- Strong hold of all export and import processes in the UAE.
- Fluency of English/Arabic/Malayalam/Hindi.

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