

DILIP DIMRI

PROFESSIONAL SUMMARY

Dedicated Import Export Coordinator professional with experience of 8+ years and a history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

WORK HISTORY

Sr.Import Export Coordinator 07/2022 - Current
Danube - Dubai, UAE

- Worked with an automated system expediting the Import/Export Shipment.
- Prepared documents based on letter of credit.
- Maintained excellent customer relationships by organizing payments or transactions on behalf of clients, such as freight charges.
- Secured excellent customer relationships by keeping clients up to date on order status, shipping details and calmly managing complaints.
- Prepared invoices packing list bill of lading as per letter of credit.
- Prepared sales and purchase contract.
- Coordinating with different banks in UAE for trade related documents and trust receipts loan.

Import & Export Documentation Controller 01/2015 - 01/2021
TALKTEL RESOURCES DMCC (IMPORT & EXPORT) - Dubai, UAE

- Coordinating between service delivery and logistics teams to ensure shipment are effectively handled.
- Manage shipment documentation with the seller in accordance with the buyer's specifications.
- Prepare all of the buyer's shipping documents. Shipments tracked online.
- Apply for a COO from the chamber of commerce and switch



CONTACT

📍 Dubai, U.A.E

☎ +971 526801164

✉ Dimri.dilip7@gmail.com

ADDITIONAL INFORMATION

- Nationality: - Indian
- Gender: - Male
- Passport No.: - UO279371

SKILLS

- Package tracking
- Invoicing
- Shipment troubleshooting
- Freight regulation knowledge
- Managing insurance claims
- Satellite technology
- High-value project management
- Accounting software
- Route planning

EDUCATION

Bachelor of Science
SIKKIM MANIPAL University -
India

Intermediate
CBSE BOARD – India

High school
CBSE Board – India

LANGUAGES

Hindi: Native language

English: B2

Upper intermediate

bills of lading at the shipping lines office in Dubai.

Document Controller 01/2012 – 12/2014
SIMPLEX ENGINEERS & TRADERS – India

- *Once the goods have arrived and the documentation have been delivered, follow up on document clearance and payment.*
- *Preparing documents for import and export customs clearance.*
- *Coordinating with Freight forwarders for transportation of goods to international destinations, and for obtaining documents, i.e. Commercial Invoices, Certificate of Origin, Packing Lists, and Bill of Lading & Airway Bills.*
- *Sending Bill of lading details to agents and coordinating with them for Bill of lading drafts.*
- *Reviewing Purchase Orders, Invoices, Receipt Vouchers, Performa invoice, etc. Ensuring regular follow-ups with clients.*

ACCOMPLISHMENTS

- *Computer course from Reliance Computer Center in Meerut, India.*
- *Logistic and Supply Chain Management from LAURELS INSTITUTE DUBAI, UAE.*