

SABAH MUHAMMAD JABBIR



House# 15, Mohala Flour Mills Area Shahdara Station
Block B, Lahore
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IMPORT, EXPORT & MERCHANDISER

More than 10 years of experience in import & export documentation and Merchandising. Inquiry from vendors regarding products. The Well-known complete procedure of import & export. DTL cases feeding on the web portal. Complete working of customs rebate cases.

AREAS OF EXPERTISE

- Import/Export Documentation
- Logistics
- Team Player
- Merchandising
- Procurement
- Communication Skills

PROFESSIONAL EXPERIENCE

Hala Enterprises

Mar-2024 – Present

(Manufacturer, Importer & Exporter)

IMPORT/EXPORT DOCUMENTATION, Shipping & Logistic Manager

EXPORT DOCUMENTATION AND LOGISTICS MANAGEMENT

- Communication with Forwarding agent for Booking & Vessel planning of the shipment.
- Arrange Transportation according to shipment volume & negotiate local charges with agent.
- Prepare complete Export Documentation.
- Deals with Bank regarding Export Related Documents.
- Checking of EE & EF Statement.
- Follow-up the Customs Rebate Cases.
- Maintain the Misc. Export Data.

IMPORT DOCUMENTATION AND LOGISTICS MANAGEMENT

- Import Documentation.
- Calculate Duties and freight according to the shipment.
- Arrange Transportation according to shipment volume & negotiate local charges with agent.
- Physical inspection of the shipment
- Arrange samples of every shipment & maintain their data.

Swisspro Mfg. Co.

Jan-2022 – Feb-2024

Import and Export Documentation & Merchandising

- Monitoring of the shipments to ensure compliance of regulations.
- Search for possibilities to reduce taxes.
- Maintenance of customer relations and participation in the organization's sales activities.
- Assessment of new marketing and sales opportunities as well as presentation of those estimations to the respective management.
- Communication with forwarders for the best rate for Import rate.
- Communication with the Agent for collect the DO from forwarders.
- Maintaining all record files with necessary documents.
- Preparing and filling custom documents to Customs.
- Communicating with forwarders regards the Loading Program, Bill of lading, Vessel Availability
- Communicating with Transporter & C/Agent to arranging Containers for Upcoming Shipments.
- Communicating / Planning with Finish Go-down for upcoming Shipment.

- Maintaining shipments record files with necessary documents.
- Preparing claims of Rebate and reporting to accounts dept.
- Submitting documents to bank dispatch to customers.
- Preparing and submitted the claims of 4% DLT In RDA cell.
- Reporting Relationship with Merchandising Manager and Finance Manager.

GLOVES N GLOVES

JAN-2010 – Dec-2021

(Manufacturer, Importer & Exporter)

IMPORT & EXPORT DOCUMENTATION – ASSISTANT MANAGER

EXPORT DOCUMENTATION AND LOGISTICS MANAGEMENT

- Receive the Customer PO and process it.
- Communicate POs detail with delivery date to Factory for Production.
- Update the Shipment Status from Factory.
- Communication with Forwarding agent for Booking & Vessel planning of the shipment.
- Arrange Transportation according to shipment volume & negotiate local charges with agent.
- Prepare complete Export Documentation.
- Deals with Bank regarding Export Related Documents.
- Preparation of EE & EF Statement.
- Preparation the Customs Rebate Cases.
- Maintain the Misc. Export Data.
- Responsible of preparation of DLT cases.

IMPORT DOCUMENTATION AND LOGISTICS MANAGEMENT

- Import Documentation.
- Calculate Duties and freight according to the shipment.
- Arrange Transportation according to shipment volume & negotiate local charges with agent.
- Physical inspection of the shipment
- Arrange samples of every shipment & maintain their data.

EDUCATION

M.Phil in MS (Course Work Completed)

PakAims-IMS, Lahore, Pakistan, 2022-2024

Master (MBA), Supply Chain Management

Preston University Lahore, Pakistan, 2016-2018

Bachelor (B.com), Commerce

University of Punjab, Pakistan, 2007-2009

CERTIFICATION & TRAINING

Supply Chain Management

Pakistan Industrial Technical Assistance Centre (PITAC), Lahore, 2017

Lean Six Sigma (White Belt)

Pakistan Industrial Technical Assistance Centre (PITAC), Lahore, 2017

Skills in Administration

Pakistan Institute of Management, Lahore, 2014

LANGUAGES

English | Urdu

PERSONAL INFORMATION

CNIC: 35202-8017015-5, **DOB:** 27/06/1988