

# FAIZ AHMAD RANA

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CNIC # 36501-9624254-5  
Date of Birth 5<sup>th</sup> Oct, 1988  
Marital Status Married



## CAREER OBJECTIVE:

To pursue a challenging and carrier oriented job in the field of Textile Export, Import, Finance & Marketing to enhance role in a truly global venture where the chances are developed for professional capabilities, enhancement skills in a well-defined and paced management environment.

## PROFESSIONAL EXPERIENCE:

**Assistant Manager Purchase (Men)  
(Local Sourcing)**

**Rafum Group of Companies**  
(Borjan / Said Ahmed Brands / Said  
Naam Mocciani / Caanchi & Lungari /  
Rafum Industries / Buseri Retail  
Trading L.L.C UAE)

**Men & Women Footwear Purchase**

**(July 2023 to till date)**

### Major Responsibilities

- To procure men & women footwear from Faisalabad & Karachi region.

**Men Accessories Purchase**

**(March 2021 to June 2023)**

### Major Responsibilities

- Procurement of men accessories like wallets, belts, cufflinks, bags, socks, polishes for all retail stores

**General Purchase**

**(April 2020 to Feb 2021)**

### Major Responsibilities

- To procure all general items need for head office
- To procure all general items need for shops & UHP School

**Assistant Manager Import / Export**

**Rafum Group of Companies**  
(Borjan / Said Ahmed Brands / Said  
Naam Mocciani / Caanchi & Lungari /  
Rafum Industries / Buseri Retail  
Trading L.L.C UAE)

**Nov 2016 to date**

**Major Responsibilities**

- Documentation of Export / Import shipments
- Rate Quotations of Import / Export shipments
- Follow up of all Import / export shipments on daily basis
- Cargo agents handling and negotiations,
- Bank dealing regarding Imports / export (Advance payments, LC opening, Open EIF)
- Dealing freight & custom related problems
- Persue the import Dr. Note / Cr. Note payments from venders & banks

**PURCHASE DEPT (using AX Online System)**

- Articles Opening ( in AX )
- Making purchase orders for Imports

**Sr. Officer Import , Export & Purchase****Imperial Footwear (Pvt) Ltd**  
(Unze London / Zaif / Kobbler)**2014 to 2016****Major Responsibilities**

- Documentation of export / import shipments
- Rate Quotations of import and export shipments
- Follow up of all import and export shipments on daily basis
- Cargo agents handling and negotiations,
- Bank dealing regarding export / import
- Dealing freight & custom related problems
- Persue the export payments from banks
- Duty drawback claims filing

**PURCHASE DEPT (using SAP Online System)**

- Received the demands from every department of factory ( in SAP )
- Take the prices from open market of the required items( in SAP )
- Make the purchase orders on daily basis as requirement of the factory( in SAP )
- Order place to the venders with negotiated price
- Take approval from the management (Sign up purchase orders) and arrange the payments to venders accordingly.

**Officer Import & Finance****Al-Karam Tanneries (Pvt) Ltd****2012 to 2014****Major Responsibilities**

- To prepare export documentation
- Bank dealing regarding export / import (Chemicals, etc)
- Cargo handling
- Dealing freight & custom related problems
- Pursue the export payments from banks
- Duty drawback claims filing

**Manager Operations**

**AA Shipping (Pvt) Ltd**  
(The Ocean Shipping)

**2011 to 2012**

**Major Responsibilities**

- To prepare Export/Import documentation
- Cargo booking into Air / Shipping Lines
- Follow up all running jobs and report on daily basis
- Pursue for Payments
- Any Special task assigned

**Export Officer**

**Dilpasand Apparels,**  
**Faisalabad**

**2008 to 2011**

**Major Responsibilities**

- To prepare export documentation
- Bank dealing regarding export / import
- Cargo handling
- Dealing freight & custom related problems
- Persue the export payments from banks
- Duty drawback claims filing
- Research & Development documents
- Drawback of local taxes & Levies Documents
- Accounts /Ledger , Voucher etc

**QUALIFICATION:**

**MBA**

**(Continue)**

**B.COM**

**2010**

University of Punjab, Lahore

**D.COM**

**2006**

Punjab Board of Technical Education Lahore

**Matric**

**2004**

Board of Intermediate & Secondary Education, Multan

**SKILLS:**

- Ms Word
- Ms Excel
- Ms Power Point
- Ms Outlook
- Internet Browsing
- Email & Correspondence
- Windows installation / Software
- Online working in webs, booking ,
- Working in online software

**INTERESTS:**

- I am always seeking more knowledge about new technologies around the world related to my field and others
- Possess the ability to communicate fluently in **Urdu, Punjabi and English.**
- Computer, technology & software
- To research the globally business opportunities
- Reading Books

