



# Junaid Ahmed Khan

ASSISTANT MANAGER  
IMPORTS

## Contact

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## Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/junaid-khan-a4bb68113/>

## Skills

Research and  
planning: Imagining  
alternatives,  
identifying resources,  
gathering information,

With expertise in import activities, contract management, and financial transactions, I have successfully navigated the intricacies of international trade. My resume showcases a proven track record of designing, evaluating, and renewing contracts to optimize operations and meet business requirements. I am adept at monitoring import activities, preparing reports, and recommending necessary changes for seamless operations.

Overall, my extensive experience in import operations, contract management, financial transactions, and risk mitigation positions me as a valuable asset to any organization seeking a detail-oriented professional who thrives in the world of international trade.

## Work History

2017-08 -  
Current

### Assistant Manager Imports

*Artistic Denim Mills Limited, Karachi, Sindh, Pakistan*

- Working in Supply Chain Department as Assistant Manager Imports at Artistic Denim Mills Limited
- An integral part of my role is assisting in preparing import quotes and managing shipment bookings with carriers. I meticulously scrutinize import bills and ensure compliance with regulations. With a thorough understanding of UCP guidelines, I establish bank-to-bank LCs for Indenting Business, streamlining financial transactions and minimizing risks.
- Additionally, As a detail-oriented professional, I am responsible for finalizing purchase orders, selecting appropriate shipping modes, and determining payment procedures with vendors.
- Furthermore, I excel in analyzing and comparing requests for proposals (RFPs), enabling the organization to make informed decisions regarding suppliers and partners. A strong advocate for process improvement, I implement lean philosophy to drive continuous improvement initiatives within organization.
- Assisted with day-to-day operations, working efficiently and productively with all team members
- Facilitated clear communication between employees and upper management through regular meetings and updates.

extracting  
information, creating  
spreadsheets and  
databases,  
calculating results.

Computer: Microsoft  
Word, Excel,  
PowerPoint,  
Dynamics, SPSS,  
Video editing, Dream  
weaver.

Organizing,  
management and  
leadership:  
Delegating  
responsibility,  
coordinating tasks,  
collective decision  
making, creatively  
decision making, and  
intuitive as well.

Communication:  
Writing effectively,  
listening attentively,  
expressing ideas,  
facilitating discussions,  
presenting  
information,  
interviewing, editing.

Flexibility: Flexible  
enough to work with  
any group of people  
despite of their  
gender, race, age or  
ethnicity.

Strategic Planning

Negotiation

Multitasking Abilities

## Education

2018-01 -  
2019-05

### MBA: Supply Chain Management

Iqra University - Karachi, Sindh, Pakistan

- Thesis Statement: [The Role of Green Manufacturing Practices on Sustainability Performance: A Case of Manufacturing Industries]

2014-01 -  
2017-12

### BBA: Marketing Management And Research

Iqra University - Karachi, Sindh, Pakistan

- Thesis Statement: [Determinants of overall brand equity in Karachi, Pakistan: A case of online cab services]

2012-08 -  
2013-07

### Higher Secondary School: Engineering

Ashrafi Intermediate College - Karachi, Sindh, Pakistan

2010-08 -  
2011-07

### Secondary School Certificate: Science

Cosmopolitan Grammmar School - Karachi, Sindh, Pakistan

## Certifications

2011

Certificate in information technology

2023-05

IELTS

## Interests

Athletics

Visiting museums, galleries and forts

Community service

Travelling

Foreign languages

Business Development



Software

Microsoft Dynamics AX



Languages

Urdu: Native language

English C2



Proficient