



UMAIR AMEER

(Import Manager)

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Date of Birth: 06-04-1990

Proactive in maintaining smooth Import and Export with over 6 years of experience in the field. I have a proven track record of successfully managing imports and exports for my company. I am knowledgeable in all areas of import/export compliance and have a keen eye for detail.

Education/Qualification

Association of Chartered Certified Accountant (ACCA) Part Qualified

SKANS School of Accountancy

(2013-2016)

H.D.A (Scottish Qualification)

Institute of Business and Finance (IBF)

(2011-2012)

Bachelors in Commerce (B.Com I.T)

Oxford College of Commerce

(2010-2011)

Intermediate in Commerce (I.Com)

Sheikhpura College of Commerce

(2008-2009)

Safety Inspector Diploma

Descon Training Institute (DTI)

(2011-2012)

Internships/Professional Experience

Starlet Innovations (PVT) LTD

(Import Manager)

(Jan 2024 – Current)

- Coordinated with shipping and freight forwarders to arrange and oversee the transportation of goods, ensuring timely delivery and receipt.
- Monitored and tracked shipments, addressing any logistical issues to prevent delays.
- Coordinate import/export shipment activities, including customs clearance and documentation.
- Managed tariff classifications, duty payments, and any applicable duty drawback programs.
- Negotiated pricing, delivery schedules, and payment terms to optimize procurement operations.
- Developed and maintained strong relationships with international suppliers and vendors to secure favourable terms and reliable supply chains.
- Handled the financial aspects of import operations, including processing payments, managing letters of credit, and monitoring currency exchange rates.





Waresa Group of Industries

(Import Manager)

(Oct 2021 – Jan 2024)

- Managing Quotations from Suppliers & orders finalization.
- Finalization of letter of credit from bank.
- Coordinate import/export shipment activities, including customs clearance and documentation.
- Ensuring timely arrangement for shipment clearance
- Coordinating with the shipping department to arrange the transportation of goods from suppliers to warehouses or retail locations



(Export Manager)

(Feb 2023-Jan 2024)

- Managing relationships with international clients, vendors, and business partners and without damage
- Cooperating with other departments within the company to ensure that all international business operations run smoothly
- Timely Bank payment clearance.



Verizon (Pvt.) Ltd.

(Dec 2017 – June 2019)

(Logistic Coordinator)

- Liaisoning with manufacturer regarding legalization & notarization of document.
- DRAP products registration.
- LC documentation and tracking.
- Dead Stock and short expiry stock management.



Kaiser LG Petrochemicals

(Import Executive)

(Feb 2018 – Oct 2018)

- LC Establishment, retirement and tracking of consignment.
- Correspondence with international suppliers regarding cost and price of goods.
- Liaisoning with customs.
- Bank correspondence regarding import matters.
- Stock management review.
- Cashflow management.

Technical Skills

- Price negotiations with suppliers
- Accountability and adaptability
- Analytical skills
- Ability to handle stress
- IRFS understanding
- Financial analysis
- Cashflow management
- Bank Financing Limit utilisation

Trainings/Workshops/Certifications

- LCCI training regarding PSW and Import & Export Process optimization.

Note: All the references will be provided on demand.