



## **Laeq Asif Khan**

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### **PROFESSIONAL SUMMARY**

A result driven skilled hard working individual having experience in Imports, Procurement, and Logistics. An analytical and forward thinking leader who specializes in planning and operation management, initiates continuous improvement to achieve greater efficiency. An accomplished expert with a long track record of contract negotiation, cost controlling and who always strives to meet objectives and key results.

### **OCCUPATIONAL SKILLS**

- Skillful in key planning and operation management of full order cycle in Supply Chain, Import, Inbound Operations, International shipping, Logistics management and Procurement standpoint
- Strong negotiation and communication skills
- Ability to create and evaluate cost-optimization strategies for the highest productivity in operation
- Proficiency in operational principles establishment and team management • Excellent analytical, problem solving and organizational skills.

### ***Work Experience***

***Sharif Group of Companies***

***Manager Procurement & Imports***

***Lahore, Pakistan***

***June 2014 – Present***

- Manage end to end Procurement Operational Processes.
- Responsible for timely Procurement of Local as well as foreign material from company approved sources in accordance with Company policies and end user given schedules and specifications.

- Developed Vendor evaluation system based on service levels, budgeted targets to assess performance, quality, and reliability and development of new vendors leading to improvement in efficiency.
- Negotiated favorable contracts and Suppliers business relationship management ensuring best terms & conditions along with best price and timelines.
- Successfully managed Group imports of raw material and Capex, ensuring compliance with all customs regulations and reducing import delays.
- Keeping Close Interaction with end user and relevant personals to ensure timely availability of materials and supplies.
- Dealing with Banks for opening of LC'S, bank contracts advance and open account payments and handling their operations.
- Handling logistics processes, negotiating best rates for transportation and ensuring on time delivery of shipments to Mill Site.

### **Service Industries Limited (Servis Shoes)**

***Senior Imports Executive***

***Sep 2009-May 2014***

- To initiate the import process as per Standard Operating Procedures.
- Correspondence with foreign Suppliers for order placement of materials and Negotiate the Price, Payment terms and delivery timelines.
- Effectively managed end to end foreign Procurement processes from order placement till receipt of goods.
- Close Liaison with end user and Follow ups of Shipments and Shipping documents.
- Evaluation and Selection of freight forwarders and negotiate best rates with them.
- Working closely with finance department for LC establishment and retirement of original Documents and Freight Forwarders.
- Ensuring on time delivery of Shipments from origin until Destination.

### **Waves Cool Industries (Pvt) Ltd**

***MIS Officer***

***Mar 2005 - August 2009***

- Effectively mobilized the supplies to the dealers and a close liaison with the sales persons.
- Data entry of incentives given to dealers for their achieved targets.
- Prepare daily production and stock report for Management.
- Coordinating with transporters for clearing their bills and maintaining their record in System.

## *Professional Certification & Academic Education*

<i><u>Certification</u></i>	<i><u>Institution</u></i>	<i><u>Specialization / Major</u></i>	<i><u>Passing Year</u></i>
<i><u>MBA (Executive)</u></i>	<i><u>Pak Aims (IMS)</u></i>	<i><u>Marketing</u></i>	<i><u>2005</u></i>
<i><u>Bachelor of Arts</u></i>	<i><u>University of Punjab</u></i>	<i><u>Arts</u></i>	<i><u>1999</u></i>
<i><u>F.A (General Science)</u></i>	<i><u>Crescent Model</u></i>	<i><u>General Science</u></i>	<i><u>1996</u></i>
<i><u>Matriculation</u></i>	<i><u>Crescent Model</u></i>	<i><u>Science</u></i>	<i><u>1994</u></i>

## *Computer Skills*

Proficient in M.S Office (Word, Excel & Power Point and ERP Software)

## *References*

Will be furnished upon request.

*--- Thanks for reviewing my C.V. ---*

