



PROFILE

10+ Years of Experience in the field of Supply Chain and having complete knowledge of Inventory Management / Warehousing & Logistical Operations, International Shipping / Customs Laws

CONTACT

ADDRESS :

H # 33-A, National Town,
Main Sanda Road,
LAHORE

MOBILE :

92 321 4400 798
92 320 1407 044

EMAIL :

awais.imtiaz1242@gmail.com
awais.imtiaz2004@gmail.com

LINKEDIN :

linkedin.com/Awais Imtiaz

PROFESSIONAL

Correspondence (Internal / External)
ERP User
Documentation / Letter Writing
PMS (Performance Evaluation)
QMS (Internal / External Audit)
Establish Work Procedures
Quality Objectives & Plan
Risk & Opportunity Plan
Contracts / Agreements
3rd Party Evaluation
Departmental Budget
Supporting Statements
Strong Links with Vendors / Suppliers

AWAIS IMTIAZ

Sr. Deputy Manager Supply Chain
(Head Imports / Exports / Logistics)

CAREER

QADRI-Group (Manufacturer of Heavy Machinery – Sugar & Cement) **2011 ~ Present**

Being a part of Supply Chain Department, my responsibilities are to plan, executing, monitoring & analyzing all SC related matters incl. Material Management, Sourcing, Negotiations, Payment Process, Documentation, Customs Clearance, Trucking (Nationwide), Warehousing, Packing, through a dedicated team. Direct dealing with Internal & External Stakeholders on multiple issues to ensure timely delivery and reduce the cost in the large benefit of organization

2007 ~ 2010

Assistant Manager Exports

2005 ~ 2006

Imports Officer

2004

Accounts Assistant

EDUCATION

Middle Management Development Intervention **2023 – LUMS**

Diploma in Supply Chain Management / Lean Six Sigma White Belt **2019 – PITAC**

Certificate in Accounts & Finance **2003 – KIPT**

Certificate in MS Office **2003 – Punjab University**

B. Com (IT) **2003 – Punjab University**

SKILLS

Managing all Supply Chain Operations / Processes
Effective Communication / Team Driven
Departmental Development
Problem Analysis

TRAVEL HISTORY

Visit China twice in a year
Source new Suppliers
Meet Existing Suppliers
Negotiate rates / Lead Times
New Agreements / Contracts
Attend Exhibitions

Visit Karachi twice in a year
Meet Clearing Agents
Meet Transporters
Meet Karachi-office team
Visit Ports

Visit Factories on weekly basis
Updating Stock Report
Meet Factory Heads
Discuss new Demands
Plan new Demands

IMPORTS – STRETIGICAL

- Annual Import Turnover Report for analysis
- Annual Import Budget Plan with Finance Department
- Demand Forecast vs Sales Forecast
- To maintain the List of Capital Expenditure Items
- Schedule Visit Suppliers with clear agendas
- Attend Monthly Review Meeting (*Import Performance*)
- Half Year Internal Audit with QHSE Officer

IMPORTS – OPERATIONAL

- Inquiry Handling Process (RFQ)
- Sourcing / Sampling / Evaluation
- Landed Cost / HS Code / Exchange Rate / Incoterms
- Comparative Statement
- Proforma Invoice (*Technical & Commercial Terms*)
- Payment Process (*LC / 100% TT etc.,*)
- LC Type / LC Clauses / LC Limits / LC Draft / Insurance
- Follow-up with Banks on LC & TT
- FI / Debit Advice / Swift Message / Transmit Copy / Bank Margins
- Follow-up with Suppliers on Current Shipments
- Logistical Arrangements of Shipments from Suppliers
- Drafts Documents for Checking purpose from Suppliers
- Retirement of Documents against LC
- Original Shipping Documents handover to Clearing Agent
- Follow-up with Clearing Agents Shipments Under Clearance
- Green Channel / Red Channel Category Shipments
- Calculation of Duties through Clearing Agent
- Payment of Duties through PSID / WeBoc
- Transportation from Port to Warehouse
- Collection of bills from all Service Providers
- Actual Landed Cost / Closing Ledgers

EXPORTS – Logistical Part

- Plan Export Shipments
- Coordinate with Shipping Agent with Shipment Forecast
- Ensure Cost effective and timely availability of Containers
- Ensure Smooth & Sound Loading & Stuffing
- Customs Clearance Documents / EFS Scheme
- Packing List / FI with Bank / Insurance / Fumigation
- Follow-up with Clearing Agent on Shipments under clearance
- Final Shipping Documents for Export Customers
- Finalizing the Bill Of Lading (*as per Incoterms*)
- Coordinate with Nominate Agent in case FOB / FCA Shipments
- Coordinate with Shipping Lines in case FOB Shipments
- Shipment Status to Export Customers
- All Logistical Correspondence with Export Customers

Logistics – Packing

- Plan Packing of Finished Jobs through In-house Packing Team
- Execution of Packing of Finished Jobs as per ISO standards
- Marking of Packed Jobs as per customer requirement
- Ensure protection of jobs through applying anti-rust chemical
- Ensure proper Fumigation of Wooden Boxes
- Proof of Packing to end-customers

Logistics – Transportation

- Nation-wide Trucking through registered transporters
- Ensure timely availability of Trucks at works
- Ensure cost effective transportation
- Ensure smooth and sound trucking from works to site
- Payment process of transporters

Logistics – Warehousing

- Ensure smooth In & Out Process in warehouse
 - Distribution of raw materials from Warehouse to works
 - Ensure safety of Finished Goods at Warehouse
 - Ensure smooth Loading & Off-loading process in warehouse
-