



(Import Manager)

Mobile: +92313-4502433 WhatsApp: +92348-4137699 Email: umairameer55180@gmail.com Date of Birth: 06-04-1990

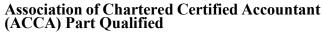
LinkedIn: <a href="https://www.linkedin.com/in/umair-ameer-005468137">www.linkedin.com/in/umair-ameer-005468137</a> Home Address: W-120, Housing Colony Sheikhupura, Punjab,

Pakistan.

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.







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)** 

Sheikhupura College of Commerce (2008-2009)

**Safety Inspector Diploma** 

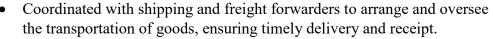
Descon Training Institute (DTI) (2011-2012)

#### **Internships/Professional Experience**

# **Starlet Innovations (PVT) LTD**

## (Import Manager)

(**Jan 2024 – Current**)



- 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.









(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.

Waresa Group of Industries

- 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)

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



# Verizon (Pvt.) Ltd.

(Dec 2017 – June 2019)

## (Logistic Coordinator)

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



## **Qaiser 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.
- Liaisioning 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.