



# ZOHAIB HASSAN

Imports & Logistics

## Contact

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## Education

**MBA - Marketing**  
Gov. College University Faisalabad  
2014 - 2016

**B-Com**  
Gov. College of Commerce Mianwali  
2010 - 2012

## Expertise

Import regulations, customs laws, and trade compliance  
Export Facilities Scheme, SRO 492  
Technology Proficiency  
Logistic Management  
Team Management  
Cost analysis and saving  
Proficient in MS Office applications, ERP and SAP.

## Language

English  
Urdu

## Interest

Food Travelling  
Music

## Professional Summary

Accomplished professional with 11 years of experience in imports, logistics and procurement operations. Demonstrated leadership abilities, strategic planning expertise and problem-solving acumen. Assists senior management with accomplishing demanding targets by encouraging staff and coordinating resources. Methodical and well-organized in optimizing coverage to meet operational demands.

## Career Objectives

To contribute towards the growth and development of a dynamic organization where there are plenty of opportunities to grow professionally and personally and where I can utilize my skills and experience efficiently and effectively.

## Experience



**Import Specialist**  
**Kohat Cement Company Limited**  
Jul 2023 - Present

- Manage entire import process including documentation, customs clearance, logistics, and compliance with international trade regulations.
- Liaise with suppliers, vendors, shipping agencies, and freight forwarders to ensure timely and cost-effective transportation of goods.
- Work closely with other departments, such as procurement, marketing and finance, to ensure a smooth import process.
- Stay informed about changes in import/export regulations and trade agreements that may impact the organization's import operations.
- Negotiate contracts, terms, and pricing with suppliers, ensuring favorable agreements and cost-effective sourcing.
- Manage and lead a team, conduct regular training sessions for the team to stay updated on changes in import/export laws.
- Ensure compliance with international trade regulations, customs requirements, and documentation standards, including the preparation of necessary permits and licenses.
- Handle any issues or discrepancies that may arise during the import process, including customs inspections or shipment delays.
- Plan, coordinate, and optimize transportation routes to ensure timely delivery of goods. Monitor and track shipments to ensure they arrive on schedule.
- Select appropriate carriers, shipping methods, and logistics providers based on cost, efficiency, and reliability.



## **Dy. Manager Imports**

**Sarena Textile Industries Private Limited**

**Oct 2020- Jun 2023**

- Manage imports of goods and ensure compliance to organizational policies and procedures.
- Planning with MMC and marketing team to finalize timeline of ordered goods.
- Collaborate with internal and external partners to limit costs and risks in the supply chain while also driving process improvements.
- Well know to activities related to Export Facilitation Scheme EFS, arrange custom clearance under EFS and SRO 492, Responsible to manage record of EFS and SRO 492.
- Coordination and follow up of suppliers for readiness and on-time deliveries based on production schedule.
- Design and implement import strategies, ensure adherence to all requirements and preparation of documents within required timeframe, scheduling efficient shipping and identify appropriate transportation method.
- Supervise efficient working of team, ensure compliance to all import objectives, design strategies for better output.
- Strong follow up from cargo handover to Shipping line / Air Line till delivery to end user.
- Monitor financial and currency transactions related to import and manage all communication with finance department and banks.
- Coordination with forwarders, clearing agents, visiting online customs & banks sites for continuous update on changing market dynamics and intelligence.
- Negotiates best rates with freight forwarders for international shipments.
- Search and add new agents / forwarders / consolidators to gain efficiency, reduce transit time and save cost.
- Elaboration of different reports to the management like weekly shipments and payments report, monthly budget, monthly expenses, annual data.
- Credit control of due invoices of associated agents, sorting payment related matters and building good relationship for productive business.



## **Sr. Officer Imports**

**Sitara Chemical Industries Limited**

**Mar 2018 - Sep 2020**

- Identify and evaluate potential suppliers and vendors.
- Negotiate terms and conditions with suppliers, including pricing, payment terms, and delivery schedules
- Select suppliers based on quality, cost, reliability, and other relevant factors.
- Create and manage purchase orders (POs) for goods and services.
- Analyze the costs associated with procurement and identify opportunities for cost savings
- Assist in preparing and reviewing import documentation, including invoices, bills of lading, customs forms, and import permits.
- Leading import team to carry out complete import process from shipment to deliver in warehouse.
- Complete working related to return of faulty and guaranteed parts to suppliers and then to import after repairing/replacement. Availing temporary import/export benefit to save cost.



## **Sr. Supervisor Imports**

**Interloop Limited**

**Dec 2012 - Mar 2018**

- Confirm all shipping details before allowing packages to leave facility and checking the accuracy of all documents before arrival of shipments.
- Pre-arrangements for custom clearance of import shipment and availing maximum benefits.(SROs).
- Nomination and follow-up of freight forwarder & custom clearing agents from handling to delivery of shipment.
- Nomination and follow-up of transporters for in-land transportation of shipments from port to warehouse.
- Maintained ongoing tracking information from shipment to delivery.
- Complete working of different SROs i.e. SRO 327, SRO 492, EFS etc.
- L.C opening, Amendment, Enhancement. Preparing documents for Advance, CAD and Open Account payments. Arranging Insurance memo of each consignment.
- Working for releasing I-Bonds used for different SROs
- Checking and supervision of bills of all service providers till payment.