



CAREER VISION

“To work with such individuals and organizations that are knowledgeable for my career, and which promote professional growth based on dedication, merit, performance, loyalty and work ethics. Prefer to work with an organization which has a vision that is fully elastic to the expanding globalization, increased penetration of information technology and ever increasing competitiveness and meritocracy in the professional world”

EXPERIENCE

Maple Pharmaceutical (Pvt) Ltd:

Exports & Logistic officer

From Jan 2015 to Current date

Working as an Exports & Logistic officer in Maple Pharmaceutical (Pvt) Ltd where my tasks and responsibilities include:

- Develop Exports & logistics along with support plans, budget requirements and deployment timelines for new operations.
- Develop and execute tools and methodologies to enable effective implementation of logistic plans.
- Design and develop standard operating methods to manage logistics operations efficiently
- Develop strategies and processes for entering new markets on a global basis.
- Correspondence with overseas buyers, trading agents and international Companies.
- Detail knowledge of LETTER OF CREDIT/ SALE CONTRACT and different terms of payment in international trade.
- Coordinate and present logistics support to ongoing land, air and sea operations.
- Develop reports on material movements and various operational logistics problems.
- Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
- Participate in carrier management processes, such as selection, qualification, or performance evaluation.
- Negotiate transportation rates or services
- Monitor product export processes to ensure compliance with regulatory or legal requirements.
- Ensure carrier compliance with company policies or procedures for product transit or delivery.
- Analyze all aspects of corporate logistics to determine the most cost-effective or efficient means of transporting products.
- Payment follow up for export customer
- Preparation of export Documentation and Logistics handling.
- To coordinate export customer about order status and inventory requirement.
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Achievement:

- Generated new business in Malaysia and Vietnam
- Improved logistics for all exporting destinations
- Shipment information from factory to the final destination to our customers

Al-Sharqi Real Logistics Pvt Ltd:

Logistic Support officer

From Aug2013 to Dec 2014

Working as a logistic support officer in Al-sharqi Real Logistics Pvt Ltd, where my tasks and responsibilities include:

- Preparing logistic support plan.
- Coordination with customer and transporter and shipping lines.
- Creating of customs documents and Shipping documents.
- Operate tasks which maintain time and cost of delivery.
- To acquire customer feedback and update them from the information regarding the shipments
- Maintaining the whole logistics operations including transportation to the warehouse and from warehouse to the port.
- Investigating and planning the most appropriate route for a shipment
- Negotiating contracts, transportation and handling costs.
- Obtaining, checking and preparing documentation to meet customs and insurance requirements and compliance with overseas countries' regulations.
- Utilizing e-commerce and internet technology to enable real-time tracking of goods
- Working closely with customers, colleagues and third parties to ensure smooth operations to deadlines
- Maintaining communication and control through all phases of the journey.
- Acting as a consultant in customs matters;

THMS Enterprises (Import/Export):

Export Officer

From Nov 2012 to July 2013

Worked in THMS Enterprises as Export Officer where my responsibilities included:

- Manage the receiving, shipping, handling, distribution, and storage of all freight, product, and supplies that come in and out of corporate warehouses.
- Ensure all orders are shipped to customers in a timely manner in adherence to delivery schedules.
- Communicate all delays or variances in inbound/outbound freight to the appropriate parties.
- Maintain strict control over inventory levels in order to meet internal and external demand of product.
- Plan warehouse layout and space requirements in order to prevent loss or damage, and to achieve full warehouse optimization.
- Take into account full implications of freight turnover, size, weight, and other factors when allocating warehouse space.
- Maintain appropriate and complete documentation regarding regulated products.
- Supervise warehouse employees.
- Conduct periodic spot-checks of inventory levels or supplies.
- Assess the need for, and arrange the equipment like trailers and trucks.
- Coordinate with freight forwarders for the shipments.
- Handling of inbound and outbound logistics activities.

Medical Lien Management (International Company Based in Southern California).

Negotiations officer

From June 2012 to date Sept 2012

Worked as negotiating office in Medical Lien Management, where my tasks and responsibilities included:

- Providing reports at company standards.
- Ensures that clients (DR & medical providers), billing reports are condemned.
- Once the reports are over looked with the client, the negotiating officer sustains the correct compensation collection with the representative.
- Coordinate with the customer and the law firms
- Customer support.
- Make bills on the behalf of client

✂ EDUCATIONAL CREDENTIALS

Qualification

MBA in (Supply-chain)
Bachelor of Business Administration (Honors)
Intermediate in Commerce
Matriculation (Science)

Institution From-To

IQRA University (In progress)
IQRA University (2008-2012)
Ghazi foundation college (2005-2007)
Al-Suffah Saviour (2003-2005)

✂ TASK ORIENTATION

<u>MINDSET</u>	I am very detail oriented person who is habitual of meeting deadlines, a team player who likes a healthy competition among his colleagues and can work systematically and efficiently under pressure. Good at crunching time and managing the workload as per the priority and requirement.
<u>APTITUDE</u>	<ul style="list-style-type: none">• Strong English verbal and written communication skills.• Quick and continuous learner with strong analytical skills.• Excellent time management skills. Managed various on campus projects and always met deadlines.• Strong team management skills.• Excellent interpersonal skills. Always appraised as “Above Expectations” by faculty members.

✂ INTERESTS

SPORTS

- Soccer, Snooker, Cricket

LEISURE

- Exploring information technology, reading books

✂ COMPUTER EXPERTISE

PACKAGES/OPERATING SYSTEMS

- Microsoft Office (all products and versions), and Microsoft Windows (all versions).
- SPSS
- Efreight suite
- BMS (Business Management System)

✂ COURSES AND PROJECTS

During my bachelors studies my interest lies in following subjects, on which I have given presentations and did case studies:

- Supply Chain
- Human Resource Management
- Marketing
- Finance
- Organization Behavior

✂ REFERENCES

- Will be furnished upon request