



# CURRICULUM VITAE

✉ House No. L-124, Sector 7-D/2,  
North Karachi, Karachi.  
📞 92 321 8750037  
☎ 92 21 697 7845  
✉ k\_nomee@yahoo.com  
✉ kashifisrar1980@gmail.com

## KASHIF ISRAR

### OBJECTIVE

To achieve the challenging career in your organization so as to prove my skills and abilities.

### EDUCATION

**2010:** MBA In Supply Chain Management with 3.3 GPA  
**2001:** B.C.S. 2<sup>nd</sup> Division.  
**1998:** H.Sc.  
**1996:** S.Sc.

### CERTIFICATION COURSE

Diploma in Supply Chain Management in 2004 From PIMS  
Certificate of training awareness and internal quality auditing to ISO 9001 : 2000 from DNV  
1. **Time Management**  
Certificate Training of **Import & Export Documentation Process & Management** from Acumen Institute of IT & Management Skills

### WORKING EXPERIENCE

19<sup>th</sup> Sep. 2007 to Present

Currently in fast growing **Pharmaceuticals Manufacturer, working as an Asst. Manager Materials & Planning for (Imports / Exports / Local)**

04<sup>th</sup> Oct. 2006 to 18<sup>th</sup> Sep. 2007

**M/s. Nawan Laboratories (Private) Limited, Korangi Karachi, worked as a Sr. Material Officer (Import / Export / Local).**

19<sup>th</sup> Dec. 2005 to 3<sup>rd</sup> Oct. 2006

**M/s. Martin Dow Pharmaceuticals (Pakistan) Limited worked as a Sr. Material Officer (Local / Import).**

12<sup>th</sup> Nov. 2002 to 17<sup>th</sup> Dec. 2005

**M/s. Epoch Pharmaceuticals worked as an Import Incharge.**

### Job Description & Responsibilities

1. Procurement of Active, Inactive Raw, Packaging, Plant Machinery Spare Parts and Q.C. Chemical & equipments.
2. Manage the requirements of Materials as per production department.
3. Import against opening of LC / Registration of Bank contract / Advance Payment (T.T) and purchase orders.
4. Preparation of clearance documents submissions of documents, bank endorsement insurance, & dealing with clearing agent for supplies.
5. Monthly supplier payment status / Remittances / maturities statement forwarding to finance department for timely execution of payments.
6. Other related to concerned JD.

7. **Export of Medicines**

1. *N.O.C. from Ministry of Health*
2. *Preparation of documents & insurance as per the LC requirement.*
3. *Arrangement of Raw & Packaging material.*
4. *Presentation of Negotiable documents to bank & Non-negotiable to the buyer.*
5. *Follow up with bank for Payments maturities.*
6. *Apply for rebate.*

**Bank Dealing for Import & Export**

1. *Habib Bank Limited*
2. *MCB Bank Limited*
3. *Meezan Bank Limited*
4. *Faysal Bank*

**Documents Verifications Related to Import / Export**

1. *To verify all bank debit / credit advices as per bank manual / agreement.*
2. *Clearing & Forwarding agents Bills*

**Local Purchase for Direct materials**

1. *Placing of orders through system.*
2. *Artwork designing and advertising material.*
3. *Printing of all type of individual cartons and adhesive labels.*
4. *Printing of roll feed labels.*
5. *Printing of packaging inserts.*
6. *Master cartons*
7. *All type of plastic material.*

**PERSONAL QUALITIES**

- \* Punctual
- \* Confidential
- \* Willing to work
- \* Honest

**PERSONAL INFORMATION**

**Father's Name:** Israr Ahmed  
**Date & Place of Birth:** 30 – 07 – 1980,  
 Karachi.  
**N.I.C. No.:** 42101 – 2340998 – 9  
**Nationality:** Pakistani  
**Marital Status:** Married  
**Languages:** Urdu & Good in English

**REFERENCES:**

Will be furnished upon request.