

IJAZ MOHSIN

Permanent Address: Tehsil Depalpur District Okara, Pakistan

Temporary Address: 54-CC, Bahria Town - Lahore, Pakistan

+92-3371414479 | +92-3174124489

Gmail: ijazmohsan786@gmail.com | **In:** in/ijaz-mohsan-khokhar

CAREER HISTORY

I am seeking a challenging position in Gas and Oil Sector in Operations, Import/Export, Local and International Supply Chain Management, LC/BG, Pricing Accounting, Finance, Trade Finance, Corporate Finance, and Customs-related issues. With over 11 years of extensive experience and advanced skills in these fields, I am eager to leverage my expertise to contribute to the growth and success of your organization. I possess a proven ability to learn quickly, perform under pressure, and excel in dynamic, fast-paced environments. I am confident in my ability to become a valuable asset to your company.

AREAS' OF EXPERTISE

Import/Export Operation	ICFS	PMP
Letter of Credit	Handling Cargo Discharging	Oil Depot Supply & Operations
Customs Clearance	Commercial Finance	Taxation
IFEM	Trading	Decision Making
Supply Chain Management	Interpersonal Communication	Team Management
Data Analysis	Costing	Property Pledge
Communication	Team Work	Strategic Planning
Leadership	Negotiation	Logistic
Problem Solving	Adaptability	Collaboration
Accounting and Finance	Transportations	Inventory Controller
Time Management	Landed Cost	Monitor Temp Gain/Loss

EDUCATION QUALIFICATION

LLB (3 Years) BZU	12/2019 - Continue
MASTER OF BUSINESS ADMINISTRATION (MBA) Imperial Collage of Business Studies (ICBS)	02/2015 - 09/2019
BACHELOR OF COMMERCE (B.COM) The University of Punjab	04/2012 - 06/2014
DIPLOMA IN COMMERCE (D.COM) Govt. College of Commerce (GC)	08/2010 - 09/2012
MATRICULATION Board of Intermediate and Secondary Education (BISE)	01/2009 - 12/2010

TECHNICAL COURSES & TRAININGS

- SAP B1
- ERP
- E-Account
- IMS (Inventory Management System)
- Main (Accounting Software)
- Excel access, Word, and PowerPoint Expert database systems

CERTIFICATES & DIPLOMAS

DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT; 05/2023 - 11/2023
(Pakistan Institute of Management) (PIM)

DIPLOMA IN INTERNATIONAL TRADE MANAGEMENT: IMPORT-EXPORT PROCEDURES WITH DOCUMENTATION; 05/2023 - 07/2023
(Pakistan Institute of Management) (PIM)

BERLITZ LANGUAGE COURSE (LEVEL-2, LEVEL-3 & LEVEL-4) 07/2021 - 11/2021
In this certificate, I have learned about business communications

PROBLEM SOLVING AND DECISION MAKING SKILL
(Pakistan Institute of Management) (PIM) (Attendance Certificate)

CERTIFIED TAX PRACTITIONER 05/2023-09/2023
(ITT GLOBAL)

WORKING EXPERIENCE:

FLOW PETROLEUM (PVT.) LTD. LAHORE.

(October-2019-To date)

SENIOR MANAGER SUPPLY CHAIN & OPERATIONS

1. IMPORTS/EXPORTS, LEGAL & CUSTOMS RELATED.

- Product/demand forecast monthly and biannually.
- Coordination with Local Refineries and foreign suppliers.
- Arranging the import price from different overseas vendors.
- Fixing of import pricing with vendor (Lock deals) according to market dynamics.
- Monitor completely product import processes to ensure compliance with regulatory or legal requirements.
- Communicate with import/export related authorities, customs, and suppliers, in all relevant overseas authorities as necessary to ensure efficient, lawful relations, support and activities.
- Preparation placing of import related documents to Banks and Suppliers.
- Import Parcel Laycan.
- Intimation to Custom port for the cargo arrival.
- Arrangement of appropriate storage at Kemari and Port Qasim for the Product Storage. Arrangement of Product Insurance at Kemari/PQ Depot of host OMC.
- Coordination with HDIP for the sampling of product.
- Communication with Port Surveyor and related Documentation thereof.
- Obtain, maintain and check the volumes from the surveyor report and sign the Pro rata report of vessel.
- Preparation, documentation and filing of GDs with FBR.
- Check the reconciliation of Imported Inventory from Accounts on periodic basis. Comply with relevant local, country and international law and process.
- Manage the necessary documentation and online forms for the efficient, cost-effective and lawful execution of all import/export activities.
- Monthly Reports, Reports to OGRA, OCAC and ministry of Petroleum/Energy for POL Products (all kind of Monthly & Annual Reports as required by OGRA & OCAC).
- Ensure Timely Funds Management for Refineries and import for Procurement of Product and smooth Hassle-Free Operations.

2. OPERATIONS

- Heading Cargo Discharging Operations and computation (ASTM). Attending IFEM Meeting at Office as Company Representative.(OGRA)
- IFEM calculation, PMP, all kinds of reports regarding IFEM.
- Monitoring PR03, PTO, S.Tax invoice, STO and all other product movement.
- Stock/Inventory management, Gain/Loss, Loaning process with other peer companies.
- Monitoring Country wide TL movement, Physical Reporting and Stock Movement.
- Handling IFEM Audit.

- Monitor Pipeline stock movement and attending all PAPCO/PARCO (WOP/MFM) meetings.
- Heading all the Company owned oil depots at Attock, Dolatpur, Sahiwal, Mehmood Kot, GATTI, Mandra & Kohat, and also heading the Hospitality Depots at Karachi (Shore Tanks) Machikey, Mehmood Kot.
- Ensuring all HSE requirement as per the regulator.
- Highlights weaknesses/ risks associated with business processes identified during audit process & suggest mitigating controls.
- Attending Product Review meeting at OGRA Office as Company representative.
- Manage the movement of materials in and/or out of the country in accordance with organizational policy and procedure.
- Planning all aspects of logistics operations including inbound/outbound logistics through sea, road and air, shipping and customs clearance, insurance related to company and logistics operations.
- Managing relationships with logistics service providers for transportation.

3. **BANKING & FINANCE**

- LC/BG and Bank contract Opening as per the UCP 600 (Import and inland).
- INCOTERM 2020.
- Preparation & maintenance of documents for the financing Inland BG/LCs and discounting thereof. Preparation & maintenance of documents for the financing Foreign/Import LCs.
- Insurance of product policies, review and revision.
- Preparation and maintenance of documents regarding the revision/sanctions of finance facility. Dealing with insurance companies regarding the insurance of Finance Facilities (LCs/BGs).
- Dealing with leasing Companies for the purpose of Sale and lease back of assets. Maintaining of Assets Valuations, Communication, and coordination with valuers. Making comparison of valuation reports.
- Documentation of Companies Properties legal documents.
- Negotiate contracts for sales/purchases and manage renew, review contracts as required to enable effective trading, operations and customer/supplier relations.

4. **MONTHLY PRICING, PLANNING & FORECAST**

- Preparing the Price forecast.
- Computation of fortnightly product pricing (locally).
- Check the accuracy of Sale tax Invoice and related documents. Determination of FO price fortnightly.
- Reporting of monthly Pump Retail Price to OGRA.
- Maintenance of monthly Cartage rates and determination of indirect freight. Planning & forecasting of Product Pricing (imported vs Ex ref).

5. **TAXATION**

- Lead assignment of Income Tax, Sales Tax & PRA Annual Audit. PDL Summary wetting, Verification & submission.
- Preparation & Submission of Monthly Sales Tax, WHT, PRA/BRA/SRA and filling Quarter and Annual returns.
- Handling of tax/custom notices and sending them reply.
- Handling Customs and FBR annual audit.

ZOOM PETROLEUM (PVT.) LTD. LAHORE.

(Oct-2015 to Nov-2019)

Senior Accounts & Taxation Officer.

- Prepared Sales tax Invoices, Tax working (Sales Tax, Withholding Tax, and PRA). Import process LC opening, Clearing and Landed cost sheet Preparing.
- Prepared Cash & Bank Reconciliation, MIS/MIR, P&L Account, Accounts Payable, Accounts Receivable, Party Reconciliations, Manual and System Ledger.
- Prepared Annual tax return Data of Company and Directors.
- Voucher, Bank Payment Voucher, Bank Receipts Voucher, and Journal Voucher).
- Preparing working capital position to depict payable and receivable balances on daily basis
- Responsible for Vendor Payment after getting Approval from higher management on payment schedule on weekly, 15th days and monthly basis.
- Prepares weekly bank & party reconciliation.
- Also involved in the planning of the Product Allocation to exhaust the daily available fuel so that least allocation is wasted.
- Preparing of day to day accounting vouchers (Daily Cash Payment Voucher, Cash Receipts.
- Daily reports related to the stock available for sales at company operated pumps and daily sales of the company operated pumps.
- Prepared daily reports regarding the bank and cash positions. Prepared Pricing as per ORGA Notice □ SAP Data Entry.
- Involved in the operations that is related to the filling of the tank Lorries and clearing of the vehicles from the depots.

Accounts Executive

- Preparing of day to day accounting (Daily Cash Payment Voucher, Cash Receipts Voucher, Bank Payment Voucher, Bank Receipts Voucher, and Journal Voucher).
- Reconcile Fund Flow, Cash & Bank Reconciliation, P&L Account, Accounts Payable, Accounts Receivable, Party Ledger, Manual and System Ledger.
- Responsible for Vendor Payment after getting Approval from higher level management on payment schedule on weekly, 15th days and monthly basis.
- Pre and Post Audit of Payments and Receipts.
- Responsible for inspection of Manual Register of Bank, Vendors, Receivable and Payable.
- Stocktaking and Preparation of closing reports, Assets Verification, Physically Cash Calculation, Rate Verification.
- Prepares weekly bank reconciliation.

PERSONAL INFORMATION

NIC Number: 35301-0985308-1**DOB:** 05 December, 1993**Nationality:** Pakistani**Religion:** Islam**Marital Status:** Married**Languages:** English, Urdu, Punjabi**Interests:** Books Reading, Welfare Work, Playing

REFERENCES

Mr. Akbar Ali | 0302 4959204

CFO

Amana Mal