



# Tayyab Rehman Khan

**Executive  
Documentations &  
Operations**

## Contact

### Address

Al Khail Gate, Dubai, UAE.

### Phone

+971 56 1245103

+92 304 1266091

### E-mail

tayyab.re7@gmail.com

### LinkedIn

linkedin.com/in/tayyab-  
rehman-khan-819595134

### Visa Status

Work Visa

## Skills

Sales Proficiency

Customer support

Reporting abilities

Import management

Vendor relationship

Well-qualified Logistics Shipping Coordinator and Freight Forwarding Executive proficient in handling complex customer issues and promoting positive experiences. Efficiency-driven and organized with team-oriented mentality and dedication to customer satisfaction, business goals and sales excellence. Skilled in coordinating documentation and handling payments.

## Work History

2023-10--  
Current

### Executive - Documentation & Operations.

***Trust & Will International Freight Forwarder LLC., Dubai***

- Handles Import-export Documentation BL, Invoice, Packing List, and Certificate Of Origin.
- End to end process of LCL, FCL Air customer service & Documentation
- Coordinating With Liner, Freight Forwarder, CFS
- Handled delivery request form / Egatepass.
- Handled Shipping Line Charges and E-DO through Dubai Trade Platform.

2016-12 –  
2023-09

### Logistics Shipping Coordinator

***Akram Associates Pvt Ltd., Karachi***

- Prepared and submitted reports on import and export activity to management.
- Responsible for overseeing all aspects of supply chain management, ensuring the flow of raw materials and final products from suppliers to retailers and customers.
- Assisted with problem resolution and dispute management relating to import and export activities.
- Established and built positive relationships with vendors and carriers, promoting competitive shipping rates and service.

2015-08 -  
2016-11

### Import Export Coordinator

***Marshalls World Wide, Lahore***

- Coordinate all aspects of air/Sea import and export shipments including preparing documentation, data entry, Bill of Entry, tracking, billing, arranging deliveries, etc.
- Processed customs declarations and maintained records of customs documents.

management

MS Office

Multitasking Abilities

## Languages

English

Urdu

Hindi

2014-06 -  
2015-07

### Data Entry Operator

*Akram Associates Pvt Ltd., Lahore*

- Scanned documents and saved in database to keep records of essential organizational information.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Completed data entry tasks with accuracy and efficiency.

## Education

2018-09 -  
2021-09

### Bachelor of Science: Computer Science

*VIRTUAL UNIVERSITY OF PAKISTAN - KARACHI*

## Certifications

2019-08

Certificate in Information Technology

2021-10

Certificate of Digital Literacy