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Dubai, United Arab Emirates



Driving License



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EDUCATION

Bachelor of Commerce
University of South Asia,
Lahore, Pakistan, Pakistan
January 2011

Intermediate in General
Science
Garrison Degree College,
Lahore, Pakistan
January 2007

Matriculation in Computer
Science
Garrison Academy, Lahore,
Pakistan
January 2005

LANGUAGES

English
Fluent

Urdu
Native

TAIMOOR QURESHI

PROFESSIONAL SUMMARY

Energetic Operations Manager with 11 years' experience in Oil/Gas/Petroleum/Agriculture industry. Proven track record of leading teams in logging and managing operations, resulting in increased efficiency and cost savings. Proficient in Microsoft Office and experienced in delivering projects within budget and timelines.

WORK HISTORY

July 2022 - May 2024

Hakan Foods DMCC - Operations Analyst, Dubai, UAE, UAE

- Handled logistics for trading business purchase and sales contracts
- Look after all documentation including shipment documents
- Managed supplier, buyer, and broker interactions for contract fulfilment
- Collaborated with logistics partners to organize shipments and handle freight rate discussions
- Communicated shipment information to buyers and brokers
- Coordinated with buyers and brokers to ensure timely payments
- Managed all tasks essential for executing trade contracts
- Streamlined operational procedures for increased efficiency.
- Managed project timelines for successful delivery on schedule.

August 2013 - September 2022

Cavalier Energy LLC - Operations Analyst, Dubai, UAE

- Coordinated bunkering, scheduling, and agent appointments for efficient operations
- Managed scheduling, bunkering and agent instructions while controlling operating costs
- Supervised vessel operations ensuring timely and efficient voyage completion
- Managed operating costs, accounting for demurrage, disbursement, revenue and bunkers
- Liaised directly with charterers, brokers, owners and technical managers
- Supervised and documented voyages in emails and Ship net
- Managed accounting tasks and traced outstanding freight for early settlement
- Collaborated with Chartering department on upcoming voyages
- Managed and liaised with Claims Department on potential demurrage for current voyages
- Negotiated optimal deals with suppliers while sustaining strong relations with charterers and agents

January 2013 - August 2013

Bobby Sahotra Photography DMCC - Sales Executive, Dubai, U.A.E

- Met sales targets in 8 months by demonstrating exceptional subject matter knowledge
- Built professional relationships with freelance photographers to ensure timely client services
- Enhanced business growth using a customer-focused sales strategy
- Networked extensively within industry to identify prospects and generate sales leads
- Strategically converted sales leads and market potential into business through tailored presentations
- Developed strategic plans and managed daily operations to enhance customer satisfaction

July 2012 - January 2013

Al Haider Marketing Management LLC - Sales Representative, Dubai, U.A.E

- Executed direct sales strategy for UAE tourism sector
- Documented daily sales activities
- Managed daily team operations to maximize business outcomes
- Liaised with management to provide sales updates
- Fostered strong customer relationships through exceptional service.
- Resolved customer concerns promptly to maintain satisfaction.
- Contacted satisfied customers to offer additional services.

SKILLS

- | | |
|------------------------|-------------------------|
| • Communication skills | • Leadership |
| • Problem-solving | • Multitasking Approach |
| • Team building | • Flexible |

CERTIFICATIONS

- IRCA Lead & Internal Auditor
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VISA STATUS

Spouse Visa

PERSONAL INFORMATION

- Date of birth: 01/11/1988
- Nationality: Pakistan
- Marital status: Married