



HAMMAD BEN SARDAR

IMPORT PRICING EXECUTIVE

CONTACT

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📍 Dubai

EDUCATION

**Bachelor of Science
Software Engineering**

**Mohammad Ali Jinnah
University**
2016-2020

LANGUAGE

- English
- Urdu
- Hindi
- Pashto

WORK EXPERIENCE

SWIFT SHIPPING PVT LTD.
IMPORT PRICING EXECUTIVE

2022 - 2023

- Engaging with customer / stake holders on call / emails
- Responding to customer and stake holders queries regarding import Freight / Ex-work
- Coordinating with shipping lines / NVOCC regarding queries
- Providing freight and other charges to customer.
- Making sure all customers get a swift response and all their queries are answered with a solution.
- Providing best service to customers and stake holders to mature business.

UNIVERSAL EXPEDITORS AND TRADERS.
IMPORT CLEARANCE INCHARGE

2020 - 2022

- Collections of documents from shipping lines and customer
- Filing of GD(Goods Declaration) on WEBOC
- Coordinating with port officers for grounding of container
- Coordinating with customs officers for examination process and duty filing
- Paying customs duty including port charges and shipping line wharfage.
- Processing documents for gate out of container.
- Coordinating with customer / customs officials / shipping line for smooth and work

PERSONAL SKILLS

- Written and Verbal skills
- Good listener and communicator
- Decision-making
- Motivated
- Strategic Planning
- Team-work oriented

DIGITAL SKILLS

- Google Drive
- Zoom
- Social Media
- Microsoft Office
- Skype
- Outlook
- LinkedIn