



# Khizar Hayat Aslam

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## PROFILE SUMMARY

Passionate & result driven professional graduate with looking for opportunities to start in well reputed organization. I am known for keen analytical skills and proactive approach, has successfully contributed on every level that showcase my ability to drive meaningful outcome. The blend of knowledge has equipped me with operational expertise and opportunity to understand holistic view of key business operations.

## EDUCATION

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|--|-----------|
| ❖ BBA–Bachelor's in Business Administration – Lincoln University, Malaysia – CGPA:3.16 | 2020-2022 |
| ❖ B. Com–Bachelor's in Commerce – Kasbit University, Pakistan – Grade: A               | 2020-2021 |

## Skills

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|-------------------|-----------------|--------------------------|
| • Problem Solving | • Leadership    | • CRM- Oddo              |
| • Communication   | • Multi-tasking | • Microsoft Office Suite |
| • Team Management | • Analytical    | • ERPs–SAP & Oracle      |

## OTHER EXPERIENCE

- **Trans E R Freight LLC, Dubai UAE** **Nov 23- Apr 24**

### Internship under Supervisor Operations and Customer Service

- Proficient in handling import and export processes completely
- Experienced in preparing and processing **BOE** bills of entry for customs clearance
- Skilled in obtaining Delivery Orders (**DO**) from shipping companies
- Performed MOFAIC Attestation
- Experienced in doing Costing as per the bills
- Knows how to make quotations based on Shipment
- Expertise in clearing imports and exports through customs regulations and procedures
- Demonstrated ability to ensure compliance with import and export laws and regulations
- Proven track record of efficiently managing documentation and logistics for smooth clearance
- Strong attention to detail in verifying documentation accuracy and completeness
- Effective communication with customs authorities, shipping companies, clients, Transporters & other stakeholders,
- Ability to troubleshoot and resolve any issues related to import and export clearance

- **Shafeeq Traders, Karachi Pakistan** **June 22 - May 23**

### Supervisor and Coordinator | Logistics & Operations

- **Managing Operations:** Overseeing the day-to-day activities related to cargo handling, logistics operations, and coordination
- **Coordinating Shipments:** Facilitating the movement of cargo, coordinating with carriers, freight forwarders, and suppliers to ensure timely delivery and adherence to shipping schedules.
- **Tracking and Documentation:** Monitoring the movement of cargo, maintaining accurate records, and preparing shipping documents such as bills of lading, customs forms, and export/import documentation.
- **Quality Control:** Ensuring that cargo handling procedures comply with safety regulations and quality standards, conducting inspections, and addressing any issues or discrepancies.
- **Inventory Management:** Overseeing inventory levels, coordinating with warehouse personnel to manage stock levels, and implementing measures to optimize inventory control.
- **Customer Service:** Handling customer inquiries, resolving complaints, maintaining strong relationships with clients, providing updates on shipment status and addressing any concerns.
- **Performance Monitoring and Reporting:** Tracking key performance indicators (KPIs) related to cargo operations, preparing reports on performance metrics, and implementing improvement strategies as needed.

o **Cargo Mangers, Karachi, Pakistan**

May 21 – Apr 22

**Associate | Logistics & Operations**

- **Supporting Operations:** Assisting in the day-to-day activities of cargo handling, logistics operations, and coordination under the guidance of a supervisor or manager.
- **Documentation and Record-Keeping:** Assisting with the preparation and maintenance of shipping documents, bills of lading, customs forms, and other relevant paperwork.
- **Communication and Coordination:** Liaising with carriers, freight forwarders, suppliers, and other stakeholders to coordinate shipments, track cargo movements, and provide updates on shipment status.
- **Inventory Management Support:** Assisting in inventory control tasks, including stock tracking, replenishment, and coordination with warehouse personnel to ensure accurate inventory levels.
- **Data Entry and Analysis:** Assisting in data entry and analysis tasks related to cargo operations, including recording shipment details, tracking metrics, and generating reports as required.
- **Customer Service Support:** Providing support in handling customer inquiries, addressing concerns, and maintaining positive **customer relationships**.
- **Compliance Assistance:** Assisting in ensuring compliance with relevant regulations and requirements, such as customs, security.

o **Friend's Academy, Karachi, Pakistan**

Jan 2017 –Present

**Tutor**

- Adopted teaching strategies to meet unique needs of students.
- Evaluated and assessed student performance.
- Fostered a positive and engaging learning environment.
- Collaborated with other teachers & staff member to improve student learning outcome.
- Conducting multiple motivational trainings for students.
- Provided Online, one-on-one instructions to international students in UK, US& UAE.

## SELECTED ACHIEVEMENTS

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**Streamlined Shipping Processes:** Implemented process improvements in cargo handling and coordination, resulting in a 20% reduction in shipment processing time and improved overall efficiency

**Enhanced Customer Satisfaction:** Implemented customer service initiatives resulting in a 15% increase in customer satisfaction scores and positive feedback regarding timely updates, issue resolution, and overall service quality

**Cost Savings and Budget Optimization:** Identified and implemented cost-saving measures, resulting in a 10% reduction in logistics expenses while maintaining high service standards and adhering to budgetary constraints

**Compliance Excellence:** Ensured strict compliance with regulatory requirements, achieving a 100% audit success rate and minimizing the risk of penalties or delays due to non-compliance

**Inventory Management Optimization:** Implemented inventory control measures resulting in a 15% reduction in stock shortages and improved inventory accuracy, contributing to smoother operations and timely order fulfilment

**Successfully designed and implemented** a new curriculum for Friends Academy, resulting in improved student performance and increased enrolment. Consistently received positive feedback from students and their parents for Private Home Tuitions, leading to a strong reputation and high demand for services

**Established VWF** (volunteers' welfare foundation), an NGO dedicated to assisting underprivileged communities in Karachi, Pakistan.

## PERSONAL PARTICULAR

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- Nationality: Pakistani
- Language: English & Urdu.
- Birth Date: 10<sup>th</sup> Oct, 1999