



# CONTACT

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## PERSONAL DETAILS

- **Nationality**  
Pakistani
  - **Visa Status**  
Residence

# EDUCATION

VIRTUAL UNIVERSITY

- Master of Business Administration (HRM)

UNIVERSITY OF PUNJAB

- Bachelor of Commerce

# SHUMAILA WAHEED MALIK

## **PROCUREMENT,LOGISTIC,IMPORT / OPPERATION OFFICER**

## Immediately Available

# PROFILE

I am a dynamic and results driven Operation Manager with over 10 years of experience in the private sector. I have a proven track record of delivering revenue growth across diverse industries. My expertise lies in strong leadership, effective management and strategic planning, enabling me to lead teams and manage key departments successfully. Passionate about joining your team, leveraging my skills in management and strategic planning to support and enhance your operations for mutual success and growth.

# WORK EXPERIENCE

- |  |                           |
|--|---------------------------|
| <b>Prime Gateway (Dubai)</b>   | <b>Apr 2024 - Present</b> |
| <b>Operation Officer</b>   |                           |
| <ul style="list-style-type: none"><li>Ensuring that business processes are streamlined, efficient and effective and addressing / resolving operational issues.</li><li>Cultivated high performing teams, managing workforce scheduling and enhancing overall performance.</li><li>Oversaw budget management, monitoring cost optimizing profitability.</li><li>Collaborating with other departments for strategic goals of the organization.</li></ul>   |                           |
| <b>AA&amp;S Shipping LLC (Dubai)</b>   | <b>Mar 2022 -Mar 2024</b> |
| <b>Sea Import Officer</b>  |                           |
| <ul style="list-style-type: none"><li>Implemented advanced tracking technology to boost process of import operations achieving cost reduction.</li><li>Streamlined logistics to enhance efficiency and elevate customer satisfaction.</li><li>Manage shipment date through shipping software and DO manifesting through Dubai Trade.</li><li>Decreased import delay by 15 % through innovative software solutions.</li><li>Experience on Dubai Trade and MIRSAL II for Import/Export shipments both DGS and general shipments.</li><li>Responsible for specific account base import transactions in Dubai Trade like E-Payments, CRDS Payments, Gate Pass making, DPA payments and refund claim.</li></ul> |                           |

## SKILLS

- Shipping Line Software
- Zoho Accounts Software
- CRM Software
- MS Office
- Workforce management
- Quick Learner
- Time Management
- Decision-Making & Leadership
- Risk Management
- Conflict Resolution
- Effective Communication
- Forecasting & Resource Allocation
- Critical Thinking
- Customer Relationship Management
- Inventory Management

## LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Hindi (Fluent)
- Arabic (Basic)

## HOBBIES

- Reading Books
- Internet surfing
- Hiking
- Traveling
- Cooking

### Super Line Logistics (Dubai)

Jan 2021-Feb 2022

#### Logistics and Import Co-ordinator

- Efficiently coordinated the entire import shipment process till successful offloading at client destinations.
- Experience of shipping line software for tracking shipments and Cargo Arrival Notice and Delivery Order..
- Develop transportation and logistics strategies to ensure timely and cost-effective delivery of goods.
- Generate reports and Analyze data to improve logistics efficiency and effectiveness.
- Ensure that all regulations and documentation like BL are in compliance with government and industry standards.

### Shahbaz Scientific Corporation Jan 2018-Dec 2020

#### (Islamabad Pakistan)

#### Procurement/Import Officer

- Monitoring current inventory, ordering supplies, and scheduling deliveries. to maintain the stock level of company in a cost effective manner.
- Develop and implement a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price , delivery and services.
- Pre delivery inspection for monitoring and controlling the order cycle through coordinating with Shippers.
- Ensure that all business transactions are with in national and international rules and regulations.

### Shahbaz Scientific Corporation Feb 2016-Jan 2018

#### (Islamabad Pakistan)

#### Logistics / Import Assistance

- Ensure that the shipment are delivered/ received at the right time on the right destination.
- Monitoring the flow of goods in and out of a warehouse promptly.
- Controlling the Inventory budget through negotiation with freight companies + shipping lines.
- Reviewing purchase orders and shipping documents to ensure accuracy for custom clearance and inspections processes.
- Preparing bills and invoices of shipping line email and phone call for corresponding with clients and suppliers.
- Preparing monthly financials like Profit and Loss and administered day to day affairs related to financial transactions of logistics.

### PTCL (Pakistan)

Mar 2015 - Jan 2016

#### Team Leader

- Join as CSR then promoted as Team Leader and Handle CRM.
- Manage the data sorting, making Report and Presentation.
- Ability to multi-task, client management. prioritize and manage time effectively.

## REFERENCE

References will be furnished upon request.