



HAMIS AMIN

Trade & Operations Executive

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Karachi, Pakistan

ABOUT

I'm an experienced NVOCC Trade and Operations Executive with expertise in managing international logistics, cargo bookings, and customs compliance. I have a strong track record in optimizing shipping operations, coordinating with vendors and shipping lines, and ensuring the accurate preparation of trade documentation. Skilled in cost management and process improvement, I'm committed to delivering efficient and compliant operations while providing excellent service to clients and stakeholders.

WORK EXPERIENCE

EDUCATION

Bachelor of Statistics

University of Karachi
Jan 2020 - Dec 2022

Higher Education of Science

SSAT Degree College
Jan 2018 - Dec 2019

EXPERTISE

Inventory Control &

Management

Data Analysis & Reporting

Proficient in Climax Software &

MS Office

Excellent Communication Skills

LANGUAGE

English

Urdu

July 2024 - Present
Speed World Shipping L.L.C | Karachi, Pakistan.

Trade & Operations Executive

- Managed day-to-day trade and logistics operations, ensuring timely and cost-effective delivery of goods internationally.
- Handled the preparation, review, and submission of import/export documentation, ensuring full compliance with relevant trade regulations and customs requirements.
- Coordinated with freight forwarders, shipping lines, and port authorities to ensure timely delivery and reduce delays.
- Managed operational issues and resolved challenges related to shipment delays, damaged goods, and discrepancies.
- Oversaw the execution of import and export operations, including managing shipping schedules, route planning, and cargo tracking.
- Negotiated rates with carriers and suppliers to ensure competitive pricing and cost-effectiveness for clients.
- Managed customer relationships, providing excellent service and addressing issues related to cargo, delivery schedules, or documentation.
- Monitored and resolved discrepancies or damages with shipments, ensuring timely claims and dispute resolution.
- Coordinated the booking and scheduling of shipments with carriers, ensuring compliance with agreed-upon terms and timelines.
- Worked closely with shipping lines and vendors to ensure space availability, competitive rates, and priority services.

■ May 2024 - June 2024
Express World Shipping LLC | Karachi, Pakistan.

Inventory Executive

- Managed inventory levels and ensured accurate tracking of goods in the warehouse, reducing discrepancies.
 - Conducted regular inventory audits to ensure accuracy and compliance with company standards, identifying discrepancies and implementing corrective actions to improve stock accuracy and reduce losses.
 - Implemented inventory management software that improved tracking efficiency and reporting accuracy.
 - Developed and maintained strong relationships with suppliers and vendors to optimize inventory replenishment.
 - Trained and mentored staff on inventory management procedures, ensuring adherence to best practices, enhancing team efficiency, and improving overall inventory accuracy.
 - Utilized inventory analytics tools to monitor and report on key performance indicators (KPIs), helping to drive informed decisions on purchasing and stock replenishment.
 - Managed the buying, selling, and leasing of shipping containers, optimizing procurement strategies to meet market demand and driving revenue growth through efficient container sourcing and sales.
 - Conducted regular inventory re-checks at depots to ensure accurate stock levels, identify discrepancies, and implement corrective actions, enhancing overall inventory control and minimizing losses.
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