



Tayyab Rehman Khan

**Executive
Documentations &
Operations**

Contact

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Visa Status

Work Visa

Skills

Sales Proficiency
Customer support
Reporting abilities
Import management
Vendor relationship

Well-qualified Logistics Shipping Coordinator and Freight Forwarding Executive proficient in handling complex customer issues and promoting positive experiences. Efficiency-driven and organized with team-oriented mentality and dedication to customer satisfaction, business goals and sales excellence. Skilled in coordinating documentation and handling payments.

Work History

2023-10--

Current

Executive - Documentation & Operations.

Trust & Will International Freight Forwarder LLC., Dubai

- Handles Import-export Documentation BL, Invoice, Packing List, and Certificate Of Origin.
- End to end process of LCL, FCL Air customer service & Documentation
- Coordinating With Liner, Freight Forwarder, CFS
- Handled delivery request form / Egatepass.
- Handled Shipping Line Charges and E-DO through Dubai Trade Platform.

Logistics Shipping Coordinator

Akram Associates Pvt Ltd., Karachi

- Prepared and submitted reports on import and export activity to management.
- Responsible for overseeing all aspects of supply chain management, ensuring the flow of raw materials and final products from suppliers to retailers and customers.
- Assisted with problem resolution and dispute management relating to import and export activities.
- Established and built positive relationships with vendors and carriers, promoting competitive shipping rates and service.

Import Export Coordinator

Marshalls World Wide, Lahore

- Coordinate all aspects of air/Sea import and export shipments including preparing documentation, data entry, Bill of Entry, tracking, billing, arranging deliveries, etc.
- Processed customs declarations and maintained records of customs documents.

management

2014-06 -

Data Entry Operator

MS Office

2015-07

Akram Associates Pvt Ltd., Lahore

Multitasking Abilities

- Scanned documents and saved in database to keep records of essential organizational information.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Completed data entry tasks with accuracy and efficiency.

Languages

English



Urdu



Hindi



Education

2018-09 -

Bachelor of Science: Computer Science

2021-09

VIRTUAL UNIVERSITY OF PAKISTAN - KARACHI

Certifications

2019-08

Certificate in Information Technology

2021-10

Certificate of Digital Literacy