



MASOOD UR REHMAN

CONTACT

 Dubai, UAE
 +971559988120 / +971553344102
 mrehman27@gmail.com
 linkedin.com/in/masood-urrehman-17336742

SKILLS

- Knowledge of import/export regulations
- Customs clearance procedures
- Strategic Planning
- Reporting and documentation
- Supply chain management
- Trade compliance
- Goods inspections
- Health and Safety Compliance
- International trade law
- Logistics management
- Transportation management
- Financial acumen
- Warehouse logistics
- Query resolution

CERTIFICATIONS

- SILVA Ultra Mind Practitioner
- NLP Nero – Linguistic Program Practitioner

EDUCATION

H.S.S.E.
Federal Board of Islamabad – Pakistan- 1998

B.A.
Peshawar University – Pakistan- 2003

NEBOSH IGC (International General Certificate)
Green World Group Dubai/Certified from UK- 2020

PERSONAL DETAILS

- Nationality: Pakistani
- Date of Birth: 01-01-1980
- Passport No: FA9158663
- Date of Expiry: 19-09-2026
- Driving License: Valid UAE License
- Languages: English, Urdu, & Pashto

PROFESSIONAL SUMMARY

Dedicated Import/ Export Specialist with 10 years of experience in international trade, adept at managing complex logistics and maintaining compliance with regulatory standards. Experienced in customs processes, freight forwarding and cargo management. Proficient in multiple languages, with a track record of negotiating favorable trade agreements that increased company revenue by 25%. Consistently satisfies customers with service and support.

WORK HISTORY

Import Export Specialist 01/2017 - Current
Nestle Middle East FZ (Implant from GAC) - Dubai, UAE

- Manage the import/export process and ensure compliance with UAE and foreign government laws and regulations.
- Create import/export documentation both within and outside of the scope of SAP
- Assist freight forwarders & customs brokers with import & export issues associated with shipments.
- Identify and resolve potential issues in trade operations including shipment delays and supply chain disruptions.
- Verify cargo contents against transport documentation.
- Track shipments using multiple software systems and keep clients informed on progress.
- Provide in-house advice and guidance on import and export queries.
- Assist in handling and resolving freight claims.
- Collaborate with internal team members to monitor and update material parameters (such as HTS Codes, Dimensions, Weight) in the ERP system.
- Maintain strong relationships with suppliers, dealers, and customers, and supported the purchasing department with import activities.
- Generated and analyzed reports related to import and export activities, including shipping schedules, order status, and compliance metrics, to provide actionable insights to management.

Logistics Coordinator 01/2014 - 01/2017
GAC Logistic Park - Dubai , UAE

- Monitored and tracked shipments to ensure timely delivery.
- Coordinated with vendors, customers, & other departments to ensure smooth delivery of goods.
- Maintained and updated records of shipments, including tracking numbers, delivery dates, and other relevant information.
- Negotiated with vendors to obtain the best rates for shipping and transportation.
- Developed and implemented strategies to improve the efficiency and cost-effectiveness of the logistics process.
- Developed and maintained relationships with vendors and customers.
- Monitored and analyzed logistics data to identify areas for improvement.
- Ensured compliance with all applicable laws and regulations.
- Prepared and submitted reports on logistics activities.
- Created and maintained accurate inventory records.
- Troubleshooted & resolved issues that arise during the logistics process.

KEY EXPERTISE

- 10 years of Import/Export experience in a manufacturing or trading environment.
- Proficient in Project Management software (SAP customs management)
- Ability to work independently and objectively with a focus to stay organized & meet targets
- Solution oriented with strong analytical and problem-solving skills
- Excellent computer skills and good knowledge of Microsoft Office application
- Team player and have the ability to work in a team environment
- Strong interpersonal and communication skills

COMPUTER SKILLS

- SAP Transactions
- Windows 11
- MS Office (All versions, esp. MS Word, MS Power Point and MS Excel)
- MS Excel (MS Formulae, Reports Automation, Macros, Presentations) Internet and Utilities