

# AZEEM GHAFOOR

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**Phone:**

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**Address:**

Dubai, United Arab Emirates

## Summary

Result-focused supply chain professional with proven capabilities offering exceptional planning and leadership abilities. Retain 6+ years of experience with FMCG in logistics and procurement.

## Skill Highlights

- Logistics oversight
- Letter of Credit
- Demang forecasting
- Purchasing
- Inventory management
- Freight Forwarding
- Vendor coordination
- Software(Oracle, Visual ERP, SAP)
- Customer service
- Team leadership
- Time mangement
- Adaptability
- Cost cutting

## Experience

### Matfer Bourgeat International - Jan/2024 till Present

**Operations Executive, Euro chef Gulf General Trading LLC - United Arab Emirates**

- Reviewing requisitions and floating RFQs to suppliers, ensuring competitive and compliant procurement.
- Proactive management of entire Letter of Credit process with banks and customers – ensuring optimization of cash flow and decrease of financial risks.
- Negotiating and agreeing on contracts, monitoring the quality of service and products provided.
- Preparing and managing competitive tender quotations, successfully securing multiple contracts.
- Overseeing local and international procurement and negotiating advantageous terms with suppliers.
- Managing third-party relationships, procurement of supplies, and office maintenance, ensuring continuous improvement.
- Monitoring released purchase orders, coordinating with suppliers, shipping agencies, courier companies, logistics, workshop, stores, operations, and sales teams, and ensuring proper documentation for smooth and timely air/sea shipments and deliveries.
- Proficiently inputting real-time and accurate data into ERP systems, maintaining precise supplier records and managing contact details.
- Managing day-to-day warehouse operations, including receiving, storing, and shipping products, while ensuring staff coordination.

### IFFCO Group of Companies Nov/2018 – Jan/2024

**Export and Logistics Executive, Intergulf Ltd LLC - United Arab Emirates**

- Worked with 40 major and minor shipping lines/forwarders and 10 well-established transportation companies in UAE, handling an average of 30-40 TEU's daily and exporting approximately 500 containers monthly.
- Independently managed all activities related to export Sea/Air shipments, including pricing, and increased profit by 5% through carrier relationship-building and rate negotiation.

- Arranged releases from various shipping lines and ensured all loaded containers were inside the port within the restricted time. Planned for onboarding containers, including load list and customs documentation.
- Followed up on sales order acceptance, LC, LC amendments, and other shipment instructions from customers. Coordinated payments with buyers in collaboration with the sales team.
- Implemented the new ERP systems - Oracle Transport Module (OTM) and SAP, serving as a key user.
- Processed export declarations through customs online E-Mirsal platform. Arranged B/L instructions, printing of original B/Ls.

#### **Import and Logistics Executive, Intergulf Ltd LLC - United Arab Emirates**

- Managed entire import operations, negotiating freight rates, arranging shipments from EX- Works/CFR basis, and overseeing clearance and delivery upon arrival.
- Coordinated purchases with vendors and stores, forwarding purchase order copies for further action.
- Generated POs and communicated with suppliers for delivery schedules against POs.
- Handled customs documentation and clearance for approximately 250 import shipments (FCL, LCL, Air, and land) monthly.
- Prepared duty exemption, IRS (food import request), FITR (new food import request), and DGR (dangerous goods) documents for approval of import shipments by DM (Dubai Municipality).
- Coordinated with 3pl Logistics and warehouse managers to offload containers within D/O validity period and managed inbound/outbound deliveries (Port to W/h- W/h - Port) of over 40 TEUs daily from various UAE locations.
- Oversaw agency operations, including pre- and post-vessel arrival formalities, arranging port and immigration clearance upon cargo discharge completion to prevent delays in vessel sailing.

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## **Education**

- Bachelor of Science: Software Engineering - 2018  
**COMSATS University Islamabad**, Pakistan  
**MOE Equivalency**, UAE

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## **Certifications**

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|---|---------|
| • Oracle Database 11g: <b>Oracle Certified Professional (OCP)</b> | 03/2018 |
| • Oracle Database 11g: <b>Oracle Certified Associate (OCA)</b>    | 11/2017 |
| • Oracle 11g: <b>SQL Fundamentals</b>                             | 09/2017 |

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## **Personal Information**

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| • Languages:       | English and Urdu              |
| • Marital Status:  | Married                       |
| • Gender:          | Male                          |
| • Nationality:     | Pakistani                     |
| • Religion:        | Islam                         |
| • DOB:             | 25/03/1994                    |
| • Driving License: | UAE                           |
| • Notice Period:   | Available to join immediately |