

**ABDUL**

[**ABDUL.118107@2freemail.com**](mailto:ABDUL.118107@2freemail.com)

**O b j e c t i v e**

Seeking a position in **Shipping & Logistics** with a reputed organization, where I could exploit my past experience to develop, contribute and lead the Company for its optimum growth and development.

**W o r k E x p e r i e n c e**

# Techno Engineering Services (PVT) Ltd April 2016 to Till Date

# Deputy Manager Shipping & Logistics

# Techno Engineering Services (PVT) Ltd is an engineering services provider company which involves various development projects in Oil & Gas sector in Iraq, Pakistan, UAE & other countries. Responsible for all on site aspects of the logistics, supply chain, and customer delivery operations. In charge of making sure that each stage of the distribution process is progressing on time, on budget and to the right quality standards.

My duties & responsibilities are below: -

* Working with multiple Vendor & Sites at the same time.
* Conducting disciplinary, capability and grievance investigations and taking appropriate action to address any failings.
* Responding to all vendor & site staff complaints or queries in an efficient manner.
* Conducting crime and loss investigations into missing stock and loads.
* Ensuring the efficient running of administration and office procedures.
* Securing and alarming premises and monitoring security procedures.
* Actively managing subcontractors to ensure that they perform in line with their contractual agreements.
* Monitoring and tracking the flow of goods into the warehouse. Controlling the order cycle.
* Preparing Purchase Orders for all shipment jobs.
* Coordination with supplier/shipper worldwide for shipping documents preparation according to customs & ports authorities.
* Maintaining reports on daily, weekly & monthly basis.
* Developing good relationship with the Vendors & shipping agents all over the words.
* Receiving the invoices of Vendors & shipping agents, verify all payment invoicing & follow up the payments according to the PO terms.
* Close coordinating with the procurement Department and facility regarding logistics issues.
* Monitored the performance of the warehouse staff.
* Conducting meetings with the Vendors/suppliers and solve their problems & issues regarding the documentation and helping them for fast delivery.
* Time to time vesting the site warehouses.
* Reporting to the Project Manager & Director Admin & Logistics.

**STARLIGHT MARITIME FZE, DUBAI, U.A.E.** **August 2013– to April 2016**

# Logistics Coordinator

STARLIGHT MARITIME is a largest services provider of International Sea, Air and road transportation. We have branches in IRAQ (Erbil, Baghdad, Sulaymaniah, Basra, Umm Qaser, Dahouk, Zako and Safwan) apart from these we have offices in Turkey, Jordan, China, Houston in USA and UK.

As Coordinator at Starlight Maritime FZE: -

* Complete documentation such as pick lists, bills of lading, work orders and shipping orders using computer-based technology.
* Complete daily shipping and receiving logs.
* Dispatch freight for delivery and arrange for pickups.
* Record shipment data such as weight, charges and damages.
* Contact carrier representative to make arrangements and to issue shipping instructions and delivery of materials.
* Rectify problems such as damages, shortages and non-conformance to specifications.
* Document and escalate any customer service issues and/or shipping/receiving errors.
* Develop constructive and cooperative working relationships with those on your team, as well as cross-functionally.
* Coordinating with customers & Shipping agencies on daily basis.
* Providing daily update to the clients regarding cargo tracking, port registration & Clearance.
* Preparing quotations for new business and inquiries.
* Coordination with supplier/shipper worldwide for shipping documents preparation according to customs & ports authorities.
* Maintaining reports on daily, weekly & monthly basis.

# BHZ General Trading LLC

# Accountant July 2010 to July 2013

As an Accounts & Shipping Assistant my duties are as below which I perform.

* Reporting directly to the Managing Director. Collaborate with various levels of management to gather information.
* Maintaining Accounts (up to Finalization) in a computerized environment; preparing invoices, posting all vouchers in the system, organizing Financial Statements like: Trading, Profit and Loss Account, Balance Sheet etc.
* Verification and posting transactions to journals, ledgers and other records following the bookkeeping procedures.
* Preparation of month-end general ledger close journal entries and supporting reconciliation.
* Preparation of Monthly Financial Statements and other schedules.
* Preparation, distribution, processing for Payroll and calculation for overtime and deductions.
* Preparation of monthly salaries through Wage Protection System (WPS).
* Primarily responsible for handling all aspects of the daily accounts payable, accounts receivable and other general accounting functions.
* Follow up with clients to ensure timely payments.
* Scrutinizing of payments to suppliers timely and accurately.
* Prepare Import & Export Documents. Contact with shipping lines and forwarding companies for import and export for different destinations. Submit online documents application in Dubai customs, DP World, Chamber of Commerce, Dubai Municipality and other Govt. departments for online import, export & Re Export of goods.
* Supervising the Inventory control system.
* Monthly /weekly bank reconciliation statement reporting and monthly payment schedule.
* Analyzing and Interpretation of data to determine past financial performance and to project financial probability.
* Planning and performing cost/benefit analysis related to projects and preparation of financial reports to determine forecasts, trends and results analysis.
* Day to day Cash Management.

# Tradex Incorporation Lahore Pakistan

# Accountant June 2004 to June 2010

As an accountant I was responsible for maintain all the books of accounts the company it includes.

* Produces quarterly and annual financial statements.
* Preparation of cash flow projections, comparison with actual cash flow and regular updating of the same.
* Analysis of Financial reports.
* Monitoring of Accounts Payables (Processing of Suppliers Bills & Payments).
* Scrutinize payables and verify that services / material has been satisfactorily received and utilized.
* Negotiations of payment terms with suppliers to optimize cash flow.
* Responsible for payments to suppliers and contractors after verification through different methods.
* Calculate/ Verify book and physical receivables figures.
* Conduct credit control analysis, assist in formulating policies and take remedial measures to forestall bad.
* Debts and delayed payments.
* Finalization of Accounts and preparation of financial statements for Audit & Managemen.t
* Preparation of Bank Reconciliation Statement.
* Check & Balance for all internal control measures.
* Reporting to management for decision-making.
* General Accounting & Lead the Accounts Department.
* Oversees the daily accounting activities i.e. fixed asset activity, salesmen commission, accounts.
* Payable and receivable transactions, debt activity, recording of revenue, expenses and cash etc.
* Resolves the complex accounting matters.
* Help the other personals in team to resolve accounting and financial matters.
* Supervises, directs, and reviews the work of the accounting staff.
* Advising Business Units' regarding accounting entries, reports, and comparative analysis.
* Dealing with company’s External Auditor regarding financial data.
* Managing intercompany transactions and perusal of internal transactions.
* E-Filing of Income Tax, W.H. Tax & Sales Tax statements on monthly & annual basis.
* Dealing with Tax authorities and other Governing bodies regarding financial & Audit matters.
* Conducting internal audits, designing and implementing the system of internal controls.
* Monthly audit of receivables, inventory, purchases, and discount allowed, major expenses & Cash book.

|  |  |
| --- | --- |
| **S o f t w a r e E x p e r t i e s** |  |

I Have hands on experience on various Accounting Software including software in **Oracle (ERP), QuickBooks Online, Tally ERP9 Visual Basic, FoxPro,** and also have completed a number of book-keeping assignments keeping in view the tax and other related factors.

**I T S k i l l s**

Proficient in MS Office, Internet & E-mail Applications, CRM

**P r o f e s s i o n a l Q u a l i f i c a t i o n**

|  |  |
| --- | --- |
| **BACHELOR OF COMMERCE (IT)**  Punjab University – Pakistan | **2004** |
| **Diploma in Import & Export Documentation**  Trade & Development Authority of Pakistan | **2008** |
| **D.O.M (Diploma in office Management)** | **2005** |

**P e r s o n a l D e t a i l s**

|  |  |  |
| --- | --- | --- |
| Nationality | : | Pakistani |
| Date of Birth | : | 12th December, 1983 |
| Visa Status | : | Company Resident Visa (Free Zone) |
| Languages | : | English, Urdu & Hindi |