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**Objective**

I want to become a part of a dynamic team which will give me a leading edge to work effectively in diverse situation, as well as the opportunity to contribute as a vital asset by cultivating my full potential.

**Professional Qualification**

**Masters in Business Administration (MBA)**

**Supply Chain Management (thesis remaining) 2013**

**25 courses/cleared (regular)**

**Academic Qualification**

**Bachelors of Commerce from University of Karachi (2008)**

**Intermediate- Commerce from Govt. Premier College (2003)**

**Matriculation –Science from Wonderland Grammar School (2001)**

**Professional Experience**

**PORTLINK INTERNATIONAL SERVICES (PVT) LTD. (Dec 2007 to Date)**

I am working in **Port link International Services (Pvt)Ltd.(A part of “Marine Group of Companies”)** as an Senior Customer Services Executive, Handling all import/export cases and related matters, coordinate with partner agents,H.O principals, freight forwarders,consignees,clearing agents,customes coordinators and all terminal representatives of PAKISTAN.

(QICT-DP Word Karachi, PICT, KICT)

**JOB DESCRIPTIONS/CORE DUTIES**

**Customer Services Work Responsibilities**

EPIC/AAX COMPLETION REPORT

AAX BOOKING SHEET

AAX VESSEL FILE

EPIC /AAX TDR

COLLECT EXCHANGE RATE

LOADING ADVICE OF AAX VESSEL

VOYAGE CREATION OF FEEDER VESSELS

PAKISTAN TEUS REPORT

MONTHLY SALES VOLUME

AUSTRALIANS UNITS FILE

LINE CHANGE OF EMPTY UNITS

**Operations Dept. Work Responsibilities**

DAILY GATE MOVEMENT KICT

DAILY EMTY DELIVER TO SHIPPER MOVES OF

AICT, AXIS LAHORE, AXIS QICT AXIS FSD, AXIS

MARIPURE, CCC LAHORE, CCC FSD

LOADING MOVES (XOF) ISC6

DISCHARGING MOVES (IDF) ISC6

DAILY GATE MOVEMENT QICT

DAILY GATE MOVEMENT PICT

IMPORT MOVEMENT TO NLCCT (TAF / IRI)

LOADING MOVES (XOF) AAX

DISCHARGING MOVES (IDF) AAX

 **Import Dept . Work Responsibilities**

Facilitate to customers for Information regarding arrival of vsl etc.

Issuance of Delivery orders & Gate Passes on daily basis.

Checking b/l status in Lara manifest prior to release.

Facilitate to customers for payments issues Local chgs etc.

EIR checking daily and also weekly.

Filling of Import IGM files also keep these Documents in record for any time of availability.

Keep record of Slips which concerns to send Arrival Notices.

Checking daily report, received from QICT and PICT.

Follow up for de-stuffing reports of CFS cntrs

Releasing DO in Line facilitation system of QICT in the end of every day

Treating queries of local freight forwarders.

Keeping Record of waiver in cntr rent and filling in CDVA system after approval

Updating Mass Invoicing & Mass Auto Freight in Lara of each Vsl.

Manage and update the record of idle containers.

Served idle notices to cnee's and also Freight Forwarders.

Intimate via e-mail regarding Idle notices to concern POL's.

Manage and update the outstanding sheet on weekly basis.

Intimate to POL's regarding their idle units in the end of every month.

**Export Dept . Work Responsibilities**

Facilitate to customers for Information regarding arrival of vsl etc.

Issuance of Delivery orders & Gate Passes on daily basis.

Checking b/l status in Lara manifest prior to release.

Facilitate to customers for payments issues Local chgs etc.

EIR checking daily and also weekly.

Filling of Import IGM files also keep these Documents in record for any time of availability.

Keep record of Slips which concerns to send Arrival Notices.

Checking daily report, received from QICT and PICT.

Follow up for de-stuffing reports of CFS cntrs

Releasing DO in Line facilitation system of QICT in the end of every day

Treating queries of local freight forwarders.

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**Skills**

Enterprise Resource Planning (ERP)

Document Controlling System

MS Word and MS Excel

Inventory, Control

Effective team working capability

Leadership qualities

Decision making, planning & organization skills

**Personal Interest**

Curious towards knowledge – Indoor & Outdoor games – Music & movies

**Personal Information**

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|  |  | **DOB** | July 30th,1985 |