**PROFESSIONAL PROFILE**

I have 8+ years professional experience within Freight Forwarding, Customs Clearance Import/Export of Oil Well Equipment, Logistics Supply Chain, and passionate to serve in an esteemed organization offering job satisfaction, a challenging work environment and vast opportunities for career development, based purely upon achievements and results, which effectively utilize my professional experience, and getting associated with prestigious organizations, that helps me in advancement and growth prospects.

**EXPERIENCE**

**(Pakistan) Exploration GmbH**

Logistics Coordinator/Expeditor April 07, 2014 to November 30, 2015

**Responsibilities:**

 Expediting all International & local Purchase Orders from Ex Works to project site.

 Follow up advance payments for International & local Purchase Orders.

 Raise GR in SAP for timely process of vendor’s invoices.

 Invoice verifications of local transporter & SRN issues in SAP.

 Invoice verification of Int’l/Local Freight Forwarders & SRN issues in SAP.

 Documentation – Import & Export Consignments.

 Correspondences with Int’l & Local Freight Forwarders / customs clearing agent regarding clearance of Import & Export Consignments.

 Monitor shipment clearance status.

 Coordination in import/export of drilling material purchased on consignment basis and ensures timely deliveries to save to Rigs standby cost.

 Correspondence with custom authorities in order to resolve their queries pertaining to Import/Export of material for ongoing projects.

 Preparing the Corporate Guarantees for temporary imports.

 Exportation of materials back to supplier, rejected by end user/site.

 Preparing Indemnity Bonds for temporary exports.

 Liaison with Government departments for NOC's & other clarifications required day to day by customs.

 Timely send letters to customs authorities for extension of validity of

Corporate Guarantees & Indemnity Bonds.

 Releasing of Corporate Guarantees & Indemnity Bonds from customs department.

 Keep track of all liabilities (Corporate Guarantees & Indemnity Bonds)

 Drill Bit status (Temporary Import against Corporate Guarantees)

 Submission of MDEA (Methyl Di-ethanol Amine) import & consumption reports to MOFA.

 Follow-up with end users for timely raise GRN's against material for Int’l &

local Purchase Orders.

 To manage Inland Transportation of Goods/Material.

 Monthly Insurance reports.

 Maintaining the record of all import & export consignments

 Support responsible buyers in nonconformance issues Int’l & Local Purchase

Orders.

**Freight Forwarding Co,**

Assist. Manager Airfreight Export & Shipping April 2005 to April 2014

**Responsibilities:**

 Quote air and sea freight for exports shipments.

 Negotiate the freight rates with shipping lines.

 Negotiations with clients on air & sea freight.

 Documentation for air & sea Import & Exports consignments.

 Preparation of Airway bills & Shipping Bills

 Correspondences with Airlines

 Arrange Customs Clearance of Oil Well Equipment from AFU & Islamabad Dry

Port.

 Keep track of all liabilities (Corporate Guarantees, Indemnity Bonds related to

E&P Companies.

 Expediting/tracking the shipments till final delivery at destination.

 Handling Dangerous Goods as per IATA/ICAO rules & regulations.

 Submission of Sales Reports to airlines as per IATA rules & regulations.

 Supervision of Packing & Delivery.

 Maintaining of records for Air & Sea Import & exports consignments.

**QUALIFICATION:**

B.Com (1998) 2nd Div University of Sindh Jamshoro Intermediate 2nd Div FBISE Islamabad Matriculation 2nd Div FBISE Islamabad

**TRANING & COURSES:**

|  |  |  |  |
| --- | --- | --- | --- |
| DGR Certificate | 2007-2009 | PIA Training School Lahore | Initial |
| DGR Certificate | 2009-2011 | Aviation Ground Training School PAK | Refresher |
| DGR Certificate | 2011-2013 | Aviation Ground Training School PAK | Refresher |
| DGR Certificate | 2013-2015 | Shaheen Aviation College, Karachi | Cat-6 |

(DGR - This certificate is valid for 2 years)

**AREA OF INTRUST: LANGUAGES:**

 Logistics English, Urdu, Punjabi, Balti, Shina

 Warehouses

 Operations Support

 Shipping & Freight Forwarding.

**COMPUTER SKILLS:**

Have ability to perform all the desktop activities, M/S Office, In page 2000, and

Internet

**PERSONAL DETAILS**

Date of Birth: August 1, 1976

Nationality: Pakistani

Marital Status: Married

**First Name of Application CV No:** **1705926**

Whatsapp Mobile: +971504753686

