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| **KHURSHID** **KHURSHID.336857@2freemail.com** | Pic-001.jpg |

Looking for a challenging Logistics/Shopping Position with an Established Company in order to utilize my education and experience fully and profitably for personal and organizational growth.

**EDUCATION**

* **M.A (Master in Arts)** in 1996 from University of Peshawar, Pakistan.
* **B.A (Bachelor of Arts)** in 1991 from University of Peshawar, Pakistan.

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| **MAIN RESPONSIBILITIES** |

* Plan and Supervise Import/Export loads and bulk cargo shipments
* Freight negotiations with Airlines/Shipping Lines
* Transportation arranging shipments
* Handling of documentation during freight processes
* Organize shipments with branch offices, suppliers and customers
* Shipment tracking and updating the customer on timely basis

**WORK EXPERIENCE**

**EURO POLY PLAST FACTORY LLC** Sept 2016 – Present

**Sales Executive**

* Identify various business opportunities in various industries through research and generate new leads by phone calls, emails, etc
* Follow up on existing and new leads
* Convert leads into and generates sales by establishing contact and developing relationships with prospects, recommending solution
* Maintains relationships with clients by providing support, information and guidance, researching and recommending new opportunities, recommending profit and service improvements
* Prepares reports by collecting, analyzing and summarizing information
* Maintains professional and technical knowledge through different mediums.

**SHAZ CONSULTANTS – PESHAWAR** May 2014 – Feb 2016

**Administrative Manager**

* Supports operations by supervising staff; planning, organizing, and implementing administrative systems
* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities
* Accomplishes staff results by communicating job expectations, planning, monitoring, and appraising job results, coaching, counseling, and disciplining employees, initiating, coordinating, and enforcing systems, policies, and procedures
* Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen, establishing policies, procedures, and work schedules
* Provides communication systems by identifying needs, evaluating options, maintaining equipment, approving invoices
* Purchases printed materials and forms by obtaining requirements, negotiating price, quality, and delivery approving invoices

**AL FUTTAIM LOGISTICS - DUBAI** March 2007 – Feb 2014

**Import Customer Relationship Executive (Air Freight)**

Joined AFL as Import Customer Relationship Executive (Air Freight) in March 2007, my main job responsibility was to clear all incoming, outgoing shipments for our client’s online using **e-Clearance** and **Mirsal 2**.Since June 2007 I was assigned with additional responsibilities as Customs Main Contact Representative.

* **Main responsibilities:** Act as Customs Representative from the Company to attend customs meetings relating Customs Duty/Deposit/Fines issues
* Responsible to maintain Excel Sheet for update record of Customs Duty/Deposit
* Responsible to coordinate with various Customs Departments for any issues related to CDR/Guarantee Accounts
* Responsible to update Company Accounts Department regarding CDR/Guarantee Account
* Responsible for end-to-end follow up for customers
* Responsible for taking ownership of customer inquiries and problems
* Calls customers as necessary to advise shipment status or to obtain shipment information in a professional manner

**JPSK (ALLPORT) CARGO LLC – DUBAI** Aug 2004 to Nov 2006

**Operations Supervisor**

* Solely responsible for all Imports and Exports shipments
* Supervising my team to handle all types of documentation and follow ups with various shipping lines and air cargo on behalf of the clients
* Supervising Clearance Departments for any issue relating to Customs
* Maintain Excel Sheet for Customs Duty/Deposit on daily basis
* Follow up with Internal/Customs Departments relating Duty/Deposit submission
* Attend meetings with various Departments for any related issues

**ROYAL AIR CARGO AGENCIES, JAFZA – DUBAI** Sept 1999 to June 2004

**Operations/Sales Executive**

* Responsible for the daily operations functions
* Responsible for all Sales activities
* Negotiation for Freight Rates with Shipping Lines and Airlines
* Providing Freight Rates to Customer on request for Import/Export Shipments
* Preparation of Export/Import documents for Air and Sea Shipments
* Liaise with Freight Forwarders and monitor shipments
* Responsible for all Customs related issues

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| **SPECIAL COURSES** |

* **Customs Services on Dubai Trade (E-Clearance Course)** from Dubai Ports and Customs, Port Rashid, Dubai
* **Harmonized System Course (H S Code)** from Dubai Ports and Customs, Dubai
* **Customs Services on Dubai Trade (Mirsal 2 Course)** from Dubai Ports & Customs, Dubai
* **First Aid Training** from Jebel Ali Medical Centre, Jebel Ali Free Zone, Dubai
* **First Aid Fire Fighting Training** from Fire Department D.P.A., JAFZA, Dubai
* **Basic Excel Course** from Al Futtaim Training Center, Dubai, U.A.E.
* **Time Management Training,** from Al Futtaim Training Centre, Dubai, U.A.E.
* **Effective Communication Skills** Training from Al Futtaim Training Centre, Dubai
* **MEDIC First Aid (BasicPlus CPR, AED And FIRST AID FOR ADULTS)** Training from Al Futtaim Training Center, Dubai, U.A.E.
* **Time Management – Getting Organised for Peak Performance Training** from Al Futtaim Training Centre, Dubai, U.A.E.
* **Technical Training Course** for SAMSUNG GSM Mobile Phones (Models: SGH-D410 & SGH-E600) held in Metropolitan Hotel, Dubai, U.A.E.

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| **COMPUTER LITERACY** |

* Windows, well versed in MS Word, MS Excel, MS Power Point and familiar with other Office Applications;
* EDI CargoWise and familiar with other Office Applications
* **3D Drafting (AutoCAD)**

**COMMUNICATION SKILLS**

* Excellent Communication Skills
* Reading, Writing and Speaking in English, Persian, Urdu, Pushto and Panjabi
* Team Player/Team Work

**PERSONAL ACHIEVEMENTS**

* Employee of the Month - June 2009, Al Futtaim Logistics, Dubai, UAE
* Employee of the Month - Dec 2010, Al Futtaim Logistics, Dubai, UAE
* Handled and monitor Bulk Project Shipment of Dubai Islamic Bank, Near Dnata on behalf of United Computer and Management and Consultancy (UCMC), Dubai, UAE
* Assigned for extra responsibilities to clear and handover of 10 US Army Shipments from Afghanistan via Dubai World Centre (DWC), Dubai UAE
* Receive Awards and Appreciations from Customers and Seniors (Al Futtaim Logistics)
* Trained 4 Internal Staff on e-Marsil (Dubai Customs Bill of Entry)
* Won awards in college for Academics from Government Degree College, Haripur, Pakistan