

**S Y E D**

**Emai:-** [**SYED.362237@2freemail.com**](mailto:SYED.362237@2freemail.com)

**CAREER OBJECTIVE:**

Seeking an opportunity to work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest & to strive for excellence, to work in such an environment that will enhance my knowledge and career, where I can perform my management skills according to my strong Caliber and efficiency.

**RELEVANT EXPERIENCE & ACCOMPLISHMENTS:**

[**Senior**](https://www.linkedin.com/vsearch/p?title=Import+%26+Export+Documentation+Specialist&trk=prof-exp-title) **Procurement & Logistic Manager June 2010 – October 2016**

**Malek Group of Companies Dubai, UAE**

Malek Group, A conglomerate in International Trading with 9 offices in UAE and 7 overseas, along with various Manufacturing facilities. The group’s successful turnover is over 1 billion US$ per annum with major Soft & Hard commodities trading, manufacturing along with oil trading.

**Key Skills & Competences:**

**• Import / Export • Logistics & Distributions • International Trading & Shipping**

**• Procurement & Sourcing • Document Controller • Administration**

**• Marketing**

**Duties and Responsibilities:**

* Interface with Product Line Planning Manager to plan and prioritize purchasing activities & to review planned orders, creates requisitions for purchased items, and manages approval process.
* Tracked order acknowledgement, prepares and communicates shortage and backlog reports, and provided visibility of potential interruptions to internal customers.
* Keep track of shipments from shipping companies and other local Courier and advice the consignee accordingly.
* Responsible in requesting delivery order and arrival notice prior clearance of shipment.
* Developed an electronic library system for the management of technical documentations, Maintained an electronic filing and archive system and technical library for easy to issuance, storage, retrieval and management of documents to internal and external customers.
* Utilized strategic sourcing processes such as market and supplier assessments, identification of value creation opportunities, sourcing strategy development, request for proposal process, contract negotiation, and implementation.
* Checking of imports documents against Sales Contract.
* Monitors every shipment coming from supplier and make it possible that shipment will arrive in expected delivery port within the delivery time given to customers.
* Knowledgeable of Letter of Credit, Import Documents & Export Documents: Invoices,

Packing List, Bill of Lading, Cert. of Origin, and Insurance and prepare the export documents (Invoice, Packing List, Bill of Lading, Cert. of Origin, etc.)

* Review, Monitor & Apply Letter of Credit as per the terms and conditions in the Sales contract.
* Lead finance and logistics staff in resolving reception and invoice discrepancies.

**Imp / Exp officer & Document Controller Jan 2009 to Dec 2009**

**Golden Fiber Trading Company Dubai, UAE**

**Duties and Responsibilities:**

* Prepare the **Export** documents (Invoice, Packing List, and Bill of Lading, Cert. of Origin, Inspection Certificate in Tunisia, Libya and Iran subsidiaries.
* Prepare **Import** Order and Pro forma Invoices for the client.
* Review Letter of Credit, **Export** Documents: Invoices, Packing List, and Bill of Lading, Cert. of Origin, Insurance, and Inspection Certificates.

**Accounts & Trading Officer Sep 2007 to Dec 2008**

**North City of Accounts Office Karachi, Pakistan**

**Duties and Responsibilities:**

* Computer operates as an accounts assistant and maintains files.
* Maintain Ledgers, Cash Book and Sales Book.
* Preparation Vouchers, Invoices, Sales and Cash Invoice
* Maintain files on computer and record as per instructions.
* Preparation Vouchers, Invoices, Sales and Cash Invoices.
* Maintain Filing and other documents.

**EDUCATIONAL QUALIFICATION:**

* B.Com from **Karachi University.**

**COMPUTER PROFICIENCY:**

* Two years Diploma in Computer Science.
* Handling of Company’s own Software.
* Knowledge of operate Accounting Software **(Peach Tree &Tally)**
* Sound knowledge in all kinds of Internet operations.

**PERSONAL PROFILE:**

Date of Birth **:** 18th April, 1973

Nationality **:** Pakistani

Religion **:** Islam

Marital Status **:** Married

Visa Status **:** Visit Visa – Valid until 05-July-2017

Languages Known **:** English and Urdu

Driving License **:** Applied and waiting

##### **REFERENCES**

##### Will be furnished upon request.

**COVERING LETTER &DECALARATION**

Dear Sir / Ma’am

As you will see from my enclosed/accompanying resume, my skills and experience are a good match for the position you are now trying to fill. I have been involved in the Trading Industry for most of my career.

My Skills in International Trading, Shipping , Banking Instrument, Logistics , Procurement, Marketing will only add advantage to your group & I shall adhere myself to your objectives & vision in building a great team.

I look forward to having an opportunity to meet with you to further discuss how I can contribute to your team & I declare all the above mentioned points are true to my knowledge.

Thank you very much.

Sincerely,