**SARMAD** Import & Export Coordinator


# Honest and Efficient Import & Export coordinator with over 4+ years experience. Great team player with excellent service and communication skills.

**Objective** With my best experience & knowledge in the field of Import & Export, Accounts & Computer, I want to prove myself as an asset of your organization with the expectation to develop personal growth as well.

 **EXPERIENCE**

 **M/S SHERAZ ENTERPRISES.**

 Asst. Import/Export Manager (April 2014- Present)

**Email:**sarmad.374582@2freemail.com Importer & Exporter of all kind of Dyes stuff intermediates, Textile Chemicals. Visa Valid 1st Feb, 2018 **Responsibilities:**

**PERSONAL M**anage the movement of product/equipment/materials in and out of the country. **M**anage the documentation and online forms for efficient, cost-effective and lawful execution of import

Birthday : Dec 12th ,1983 activities. **C**ommunicate with suppliers and related authorities. **M**anage financial and currency

Relationship : Single processes and transaction in accordance with policy and law, and to optimize cost-effectiveness Nationality : Pakistani of activities. **M**aintain and share with colleagues as appropriate, personal knowledge of relevant Language : Urdu, English import/export law and procedures; tariffs and duties; etc

**M/S SB FOUNDRY**

# Asst. Purchase Manager (Feb 2013 to April 2014)

Manufacturer & Import/Export of Textile Machines and Spare parts.

**SKILLS Responsibilities:**

**R**esponsible for collecting and preparing the necessary paperwork for various manufacturing and import activities. **C**oordinating with production and logistics, arrangement for the collection of goods. Sourced new suppliers locally and globally and correspondence with them.

## PROFESSIONAL SKILLS

Research & Development **EDUCATION**

Excellent Communication MBA University Of Central Punjab, Lahore, Pakistan. Coordination & Alignment Major : Marketing 2009-2011 Multitasking BBA-Honors University Of Central Punjab, Lahore, Pakistan.

Goal oriented Major : Marketing 2005-2009 Creativity

## SOFTWARE SKILLS KEY ACHIEVEMENTS

**R**ecognized significant saving in manufacturing cost by increasing imports without impacting

**MS Office Suite** customer orders. **I**ncreased profitability by getting competitive prices and freight charges.

**Windows D**eveloped vendors networks to customize orders for finished goods per customer specifications.

**Internet Surfing G**ained significant savings by negotiating letters of credit internally.

**S**aved over 15% in freight costs for imported goods.

**PERSONAL SKILLS C**reating banking nets, established brokers relationships, and introduces new suppliers for

**Thinking** international business.

**Communication N**egotiated with banking fees for establishing letter of credit.

## Leadership INTEREST

**Cricket, Socialization.**