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MALIK

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**Supply Chain Summary – Core Competencies**

* Budgeting and Forecasting for the proposed **Procurement of Capex / Opex** equipment & material and determination of payment terms with the local and foreign vendors.
* **Procurement Planning, Supply, Inventory control, Logistics, Custom Clearance** and timely delivery.
* Suggest best **Incoterm** to Procurement Team to materialize any **foreign purchase** in a cost-efficient way either by using own **shipping agent** or by using the vendor’s forwarders agent at origin.
* Expert in **Local and Foreign Procurement** in a Cost Effectively way for **Supplies and Services**
* **Import/Export L/C, Bank Contracts, DP/CAD, Open A/C Foreign Payment** for Supplies and Services
* **Import / Export Shipments Planning and Customs Clearance of Goods** within minimum time frame
* Expertise in handling **Projects Cargo** with Customs clearance under **concessionary SROs and FTAs**
* **Logistics Affairs for Import / Export Shipments** under supply chain management process.
* Handling matters with Customs, **Post Clearance Audit, Adjudication, Customs Tribunal, High Court**
* Execution of foreign payments i.e. **L/C, TT for Supplies and Technical Services upon SBP approval**
* Monitoring **Import L/Cs, its Maturity dates / Acceptances, payments to International Vendors** as per agreed Tenor i.e. **Advance, Sight or Usance L/C, Bank Contracts, DP/CADO, Open Account etc**.,
* **Expert in Customs release of Engineering Goods, Material Handling Equipment** (like, Cranes, ReachStackers, Empty Handlers, Forklifts, Prime Movers, Terminal Tractors), Plant & machinery, Spare parts, auxiliaries, Raw Material and Accessories using the available benefits for said PCT.
* Handling company cases in **Post Clearance Audit (PCA),** Customs Adjudication, **Customs Tribunal** and Sindh High Courts for disputed transactions of Import customs clearance.

**Professional Experience**

DURATION:

DESIGNATION:

May 2013 - Presently Working **KARACHI**

**Manager Procurement & Imports**

RESPONSIBILITIES: ***Local & Foreign Procurement***

* Managing a team of 06 professional buyers and reporting directly to Financial Controller and CEO
* Actively participating in **Strategic Planning** to reduce workload by locking the price for max tenure
* Responsible for **Order Placement Timing**, **Supply / Demand Alignment**, Material Replenishment and Supplier Performance. Involved in writing up **contracts and the terms of sales** for time purchase.
* Continuously monitoring, evaluating and **improving supplier performance**.
* **Sourcing the most affordable materials** for thecompany’s 24/7 operations need.
* Extensive experience of performing supply chain coordination and monitoring tasks.
* Manage, control, check or assist the issuing of all import documents, and responsible to arrange **Plant & Machinery, project cargo, Engineering goods**/related spare parts through various means
* Managing **Import of Bulk, Containerized** and loose cargo.
* Financial Management of availed facilities from banks (**LC, BG, Bank Contracts, Open Account**).
* Managing **timely Customs Clearance** and availability of goods at site within free time of BL.
* Manage, control, check and assist team to **verify shipping documents** at origin before cargo delivery.
* Liaison with banks, Suppliers/Exporters for **opening of LC’s & Advance payments**.
* Effective negotiation with freight forwarders, Clearing agents and Insurance Companies.
* Expert in handling the logistics affairs to arrange the material using best incoterm and appropriate transport means as per need of the user department through DHL, airline and shipping lines.
* Review impact to **customs valuation of Import Items** and ascertain true use of Commodity Code and Subsequent duty taxes for the usage of FTA and other related duty benefits.

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DURATION:

Nov 2008

To

May 2013

COMPANY’S NAME:

DESIGNATION:

**A. Z. APPAREL (PVT) LIMITED, KARACHI Manager Import / Export**

RESPONSIBILITIES: ***For Export Shipments***

* Responsible to oversee all Export shipments related activities. Supervising Export department with complete responsibilities.
* Managing the activities of Export Dept. by ensuring that all shipments are timely planned, their documents are well prepared / processed correctly from respective channels, shipments’ documents are submitted in bank on time and operations are planned / executed accurately.
* Responsible for **Negotiation / Discounting of Export Documents** and crediting funds into Company’s account to arrange required cash flow for finance department.
* Making official **correspondence** and **communication** with International buyers, their agents, buying houses, banks, shipping lines, forwarders, Textile Associations, Chamber of Commerce, Govt Dept. like Customs, Sales Tax, State Bank, Clearing Agents, Inspection Agencies etc.,
* **Coordinate with production department** for dispatch of complete order within L/C due date.
* Follow-up with buyers for timely **realization of Export proceeds** in company’s account.
* Arrangement of **Running/Refinance (Part I & II) Loans** for timely preparation of Export Orders.
* **Forward Booking** of Forex Currencies based on projected Export shipments and its volume.
* Assist junior staff in making/filing **R&D claims** with SBP and **Duty Drawback claim** with Customs.

RESPONSIBILITIES: ***For Import Shipments***

* Arranging **Proforma Invoices** from foreign supplier, making Advance Payments, Establishing import **L/Cs & amendments**, checking **Customs Tariff**, Duties & taxes, Custom clearance, **Custom Bonded goods** clearance, transportation arrangement, Customs Clearance under Bank Guarantee etc.,
* To plan for import of Raw Materials with minimum lead time required for the production using mode of transportation by Air or Sea as per given circumstances, company importing from Hong Kong, Singapore, Taiwan, Korea and China for accessories and machinery.
* To negotiate the price with Supplier on **FOB / FCA and C&F / CPT basis.**
* To arrange Import L/Cs documents and involve in whole procedure of L/C opening with Bank.
* To **follow up with foreign suppliers** for timely shipments.
* To deal with bank for matters related to funds arrangement and retirement of import documents.
* To negotiate freight rates with shipping companies and Freight Forwarders for FOB/FCA shipments and to handle all type of matters with shipping companies and Freight Forwarder.
* To deal with customs regarding clearance of consignments using **FTA Certificates** and resolve problems like Valuation, Description of Goods, and Pakistan Custom Tariff etc.
* To look after timely **cancellation of BG / IBS / PDC** from Customs for concessionary SRO.
* To carry out monthly production planning and material requirements planning (MRP)
* To make communication and correspondence with foreign suppliers about procurement matters.
* To deal and manage material arrival, dispatch and other inventory-related issues with factories.
* Liaison with different Govt. Agencies like **FBR, EDB, NTC, PEC** for error-free planning of **imports** shipment clearance. Arrangement of FTA Certificates for Clearance on minimum duty structure.
* Manage the movement of products / equipment / materials outside the country in accordance with organizational policy, procedure, and to comply with relevant local and international law & process.

DURATION:

COMPANY’S NAME:

DESIGNATION:

Apr 2004 To Oct 2008

**DADABHOY GROUP OF INDUSTRIES LIMITED, KARACHI**

**Addl. Commercial Manager (Local, Imports & Exports)**

RESPONSIBILITIES: ***For Import Export Shipments***

* Preparation and Processing of **Import / Export Documentation** like invoice, P/L, Form ‘E’, Certificate of Origin & other documents as per L/C, Advance Payment to UAE and Afghanistan.
* Effective Export Shipment Handling. Timely submission of Export documents in bank. From Issuance of Proforma Invoice to **Repatriation of Export proceeds** were my primary job description.
* Dealing with Foreign Buyers, Buying Agents, Inspection Agencies. Govt. Departments i.e. Customs, Sales Tax / Federal Excise, State Bank, local banks for Negotiation of Export documents, **Running /** **Refinance loans**, Clearing Agents, Shipping Lines, Airlines and Forwarders.
* Assist Marketing Team for Export Orders, Product Marketing.
* Search for new buyers, Negotiation of product rates, plan delivery schedule and make necessary logistics arrangements for timely delivery to buyers. Coordinate with Dispatch department to avoid any delay in loading of goods for smooth transportation and delivery at port of loading.
* Preparation of Import documents and handle shipments, arranging Proforma Invoices to establish L/Cs and amendments, checking Customs Tariff, assessment of Duties / Taxes, customs clearance, bonded goods clearance, transportation, bank guarantee etc.

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| DURATION: | Apr 1994 | To | Sep 2003 |
| COMPANY’S NAME: | **ACORN STAR GARMENTS INDUSTRY (PVT) LIMITED, KARACHI** |
| DESIGNATION: | **Manager Imports and Exports** |
| DURATION: | Jun 1992 | To | Apr 1994 |
| COMPANY’S NAME: | **ARK GARMENTS INDUSTRY (PVT) LIMITED, KARACHI** |
| DESIGNATION: | **Export Assistant** |  |

**Personnel Information**

Marital Status: MARRIED, HAVING 2 CHILDREN

Religion: ISLAM

Date of Birth/Age: SEPTEMBER 19TH, 1972 / 47 YEARS

**Academic Qualification**

* MA (Economics) in 2003-04 from Sindh University, Jamshoro Sindh
* MBA in Finance & Marketing in 2001-02 from TEC College, Karachi
* Commerce Graduation in the year 1999 from Karachi University
* F. SC Intermediate in the year 1991 from Karachi Board
* S. SC Matriculate with Science Group in the year 1989 from Karachi Board

**Computer Skills**

* Certified Internet Webmaster (CIW) in 2000
* ORACLE 6i and 9i Certification in 2000-01
* C+ course in 2001

**Key Competencies and Skills**

|  |  |  |
| --- | --- | --- |
| Budget Development | Competitive Analysis | Continuous Improvement |
| Strategic Planning | Project Management | Contracts Negotiation |
| Operational Logistics Management | Supply Chain Solutions | Cost Optimization |
| Process Improvement | Warehousing & Storage | Vendor’s Development |
| Cost Effectiveness | International Trade | ERP Implementation |
| Vendor Management | Cost Efficient buying of Supplies and Services |

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