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| **Objective** | To play my role as an active team leader in challenging and learning environment where my knowledge and experience can add value to the organization by improving existing work methodologies and devising better ways of performing the assigned tasks and gradually moving up the ladder of corporate structure. |
| **Profile** | I am well versed Logistic Professional with extensive experience of working at Supervisor Level in large organization. Excellent listening skills, oral and written communications. Comfortable in interacting with all levels of the organization and public. Excellent problem solving and negotiating skills. Able to make decisions independently and quickly with minimal escalations.  |
| **Professional** **And** **Academic Qualifications** | B.Com (2005): Govt. Post Graduate College of Commerce Multan  (Bahauddin Zikriya University, Multan)D.Com (2003): Govt. Post Graduate College of Commerce MultanMatric (2001: Multan Board |
| **Professional Experience** | 1. **CO LLC, DUBAI – Logistic Executive (Apr 2012- till date)**

 **Company involving Import & Export Trading & Packing of Foodstuff Products.** I am working as **Logistic Executive and** reporting to Managing Director/Directors. My key responsibilities are as under :* Preparation of contract, Purchase Order and Performa Invoice
* Plan and Supervise import and cross trade shipments.
* Negotiating freight payments (Import/cross trade) with shipping lines and arranging shipments
* Timely organize shipments as per contractual terms with Suppliers/Customers
* Preparation of bag marking and issue the shipping instructions
* Tracking shipments and getting copies of shipping documents from Supplier and inform to Finance Department
* Solve problems if any with shipping lines regarding freight payments/free detention period in bill of lading
* Negotiate with suppliers/customers to improve supply chain efficiency/ sustainability
* Timely preparation of Export Documents to follow up for Payment
* Preparation of Export documents as per L/c requirements and timely submission to banks and follow up with bank as well as customers for negotiation/payments
* Responsible for overall logistic activities relative to timely clearing
1. **(Pvt.) Ltd** **Accounts Officer (December 2006 to March 2012)**

**(**Manufacturers of fine pharmaceuticals (ISO-9001&2000 Certified) Lahore PakistanI was reporting directly to Finance Manager. My key responsibilities included the followings:* Preparation of Cash and Payment Vouchers
* General Ledger Posting
* Dealing With Banks regarding daily transactions & Import Adjustment
* Monthly Bank Reconciliation
* Parties Ledger Reconciliation
* Preparation of Audit Details
* Daily bank position and reconciliation with previous day’s balance
* Preparation of Weekly & Monthly Salary
* Maintaining Monthly Leasing Schedule
* Maintaining Monthly Insurance & Depreciation
1. **Industries Pvt. Ltd. (WAVES) Accountant (Sep 2005 to Nov 2006)**

 (Manufacturer of Refrigerators, Deep Freezers and Air Conditioners) Lahore Pakistan* Prepare Weekly and Monthly sale report
* Maintaining Stock
* Cash & Petty Cash Handling
* Dealing with Customers
* Stock taking at factory Outlet
 |
| **Computer Skills** | * Window & MAC OS
* MS Office, Sigma Tec (Customize Accounting Software), Internet Browsing
* Tally ERP 9 AND ORACLE ERP
 |
| **Personal Detail** | Date of Birth : 19 December, 1985Religion : IslamNationality : PakistaniMarital Status : MarriedDriving License : I have UAE driving license (light vehicle)Languages : Urdu & English |
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**First Name of Application CV No:** **503214**

Whatsapp Mobile: +971504753686

