Email: **rehan.192277@2freemail.com**

**Professional Summary :**

Aiming to join a progressive & growing organization, this would provide

me with a good learning opportunity along with career growth.

**PERSONAL DATA:**

Date of Birth : December 25th, 1978

Marital Status : Married

Religion : Islam

Nationality : Pakistani

Visa Status : Visit Visa

**EXPERIENCES:**

**June 2009 till To December 2013.**

**Leading Company:**

 A well known company dealing with Export/Import Operation and international business and online shipping logistics.

**Worked as Documentation Executive / Customer Desk & Assistant Accountant.**

**Responsibilities:**

* Collect booking programs and perform the operations planning.
* Coordination with the principle or shipping lines.
* Manifestation process for LCL & FCL shipments.
* Loading and unloading operation actions.
* Overseas Communications and maintain contact with customers.
* Co-ordinations with shipping lines yard and stevedores.
* Vessels planning ,ETD/ETA schedule / correspondence with customers
* Containers /cargo tracking and transfer.
* Import and Export documentation arrangements.
* Port operations planning’s.
* Consolidated cargo control, Cargo handling operations.
* Shipments tracking with Electronic data inter charge-EDI
* MIS: Vessels schedules, Shipments/Stuffing.
* Follow-up the L/C OR amendment L/C.
* Customer clearance procedure.
* Arrange of container from the container yard.
* Air / Sea freight negotiations.

**January 2005 till May 2009.**

**PYRAMID PAKISTAN:**

 A well known company dealing with Export/Import Operation and international business.

**Worked as Documentation Executive / Customer Desk.**

**Responsibilities:**

* On-line communication with the customer to the latest shipments reports.
* Consolidated Cargo control handling operation.
* Import & Export track record in Air / Sea Sector.
* lCL & FCL Shipments arrangements / Import Cargo inquiry.
* Arrange & manage warehousing operations of all clients, and to maximize the Profitability of Logistics operation.
* Reporting to and dealing with customer communication by emails, fax, and telephone.
* Delivering and fulfilling objectives and direction from the operations headquarter.

## ACADEMIC QUALIFICATION:

* **Intermediate (Commerce) from Board of Secondary Education Karachi.**

**(Major In ACCOUNTS and FINANCE)**

# **Matric (science) from Board of Secondary Education Karachi.**

**Computer.**

* Short Course of Ms Office 97, with MsWord, MsExcel & Internet.
* **REFERENCE:** To be furnished on request.