**HAFIZ**

Email: hafiz.339737@2freemail.com

DOB: 27th September 1988

A highly accomplished professional with extensive experience in managing integrated logistics support programs that exceed productivity goals. Astute in identifying operational requirements, creating action / implementation plans, and effectively coordinating with cross-functional teams to achieve organization objectives. A self-motivated strong team player who could manage situations at hand providing sustainable business solutions. Organizing and managing tasks to facilitate ‘on time’ delivery with cost effective completion.

**Key Proficiencies**

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| --- | --- |
| * Import and Export Operations Management
 | * New Business Model Development
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| * Shipping
 | * Cost / Funds Management
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| * Inventory Control
 | * Negotiation Skills
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| * Store Operations
 | * Team Management
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| * Supplier Sourcing & Management
 | * Facility Devlopment, Implementation & Improvement
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| * Problem Identification and Solving through Effective Solutions
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**Career Highlights**

* Designed Standard Operation Procedures (SOPs) for the role of Import & Export Manager for Hambantota Trading Company (Pvt) Ltd. and its subsidiary companies
* Successful development and implementation of SOP for a new business model in collaboration with the **Board of Investments Sri Lanka** (BOI)
* Created an inventory data base enabling tracking of imports against exports
* Improved delivery schedule and reduced lengthy lead times by instituting an efficient shipping and clearance process
* Acquired improved favourable shipping rates after negotiating with shipping agents resulting in cost savings to the organization
* Represented the organization for three weeks in the Philippines in sourcing an order for the principal

**Professional Experience**

1. **Import & Export Manager**

Hambantota Trading Company (Pvt) Ltd. (Subsidiary of an Australian based Sports Retail Company)

Lot No.23, Koggala EPZ, Habaraduwa, Galle, Sri Lanka

Tel: +94 91 2282755

Period: 30th July 2012 to 21st December 2016

* Import and Export shipments cost effectively to/from the organization
* Source favourable freight rates from freight forwarders
* Track imports and organized the required funds for clearance
* Review TTs/ LCs of shipments and check if they abide with the commercial documents
* Liaise with supplier’s / local banks for commercial documents
* Liaise with Sri Lanka Customs / BOI
* Booking space on vessels through shipping lines and finalizing Bill of Ladings
* Prepare Monthly Reconciliation Reports on Imports and Exports for the BOI
* Follow up on supplier payments and maintain agreed outstanding levels

Apart from the above, manage import and export activities of other companies belonging to the group.

* Indola Group (Pvt) Ltd. – a BOI registered Mixed Development Project consisting of condominiums and services apartments.
* Red Gecko (Pvt) Ltd. – retailers in branded footwear and apparels (Timberland, Vans, NB, etc.)
1. **Warehouse Assistant Manager**

Hambantota Trading Company (Pvt) Ltd. (Subsidiary of an Australian based Sports Retail Company)

Period: 11th August 2010 to 30th July 2012

* Handle Imports and Exports and follow up on shipping documents ( BL/Invoice/Packing List)
* Maintain Stock Inventory – tallying up of import quantities against exports
* Preparation of export documents – commercial Invoice / packing List / allocation of HS codes etc.
* Inspection of import and export consignments along with BOI/Customs verification officers
* Supervision of hygienic standards of the warehouse and taking precaution against theft and pilferage
1. **Marketing Officer**

Singer Finance (Lanka) Limited

No. 331, Dr Colvin R De Silva Mawatha, Colombo 2, Sri Lanka

Tel : +94 11 230 3717/ +94 11 231 6416

Period: June 2008 to April 2010

* Coordinating Sales Promotions (consumer products) with external organizations
* Canvassing small ticket leasing facilities (3-wheelers and motorcycles) by negotiating interest rates and payment periods, while competing with highly competitive market players
* Maintaining customer relations and after sales service with concerned organizations and individuals, for future benefits
* Follow-up on group sale payments and lease payments
1. **Business Development Officer**

American Express Card Centre - Nations Trust Bank

3rd Floor, No. 545A, Sri Sangaraja Mawatha, Colombo 10, Sri Lanka

Tel: +94 11 431 3131/ +94 11 231 3199

Period: October 2007 to May 2008

**Education and Professional Development**

1. International Diploma in Logistics & Transport conducted by the Chartered Institute of Logistics and Transport (CILT) in collaboration with the Colombo International Nautical and Engineering College (CINEC), Sri Lanka
2. Completed course of studies in Stores Management (2nd Division Pass) conducted by the Institute of Supply and Material Management (ISMM), Sri Lanka
3. Foundation Diploma in Shipping & International Freight Management, conducted by the Institute of Shipping and Logistics, Sri Lanka
4. Beginners Diploma in ICT (Information Communication Technology) with a Distinction Pass, conducted by IDM Computer Studies (Pvt) Ltd., Sri Lanka
5. G.C.E. Advanced Level Examination – 2007
6. G.C.E. Ordinary Level Examination – 2005

**Extra Curricular Activities**

* Secretary of the St. Sebastian’s Rugby Association – 2015 / 2016
* Senior Prefect – St. Sebastian’s College, Kandana, Sri Lanka - 2007
* Captain of the College Rugby Team – 2006 / 2007
* Member of the College Brass Band – 2006 / 2007