



Abdul Rauf

Nationality: Pakistani **Date of birth:** 19/01/1994 **Gender:** Male

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ABOUT ME

A dedicated and results-driven Logistics and Buyer/Sourcing specialist with a proven track record of optimizing supply chain operations and driving business growth. With a strong background in managing end-to-end logistics processes, I possess comprehensive knowledge of international trade regulations, customs procedures, and documentation requirements. My expertise lies in strategically coordinating shipments, negotiating contracts, and ensuring seamless transportation and distribution of goods. I am adept at analyzing market trends, identifying cost-saving opportunities, and implementing efficient logistics solutions. A collaborative team player, I excel in building strong relationships with clients, suppliers, and cross-functional teams to achieve organizational objectives. With exceptional problem-solving skills and attention to detail, I am committed to delivering exceptional service and exceeding customer expectations.

WORK EXPERIENCE

Sourcing and Logistics Manager

Gymreapers [01/01/2023 – 30/07/2023]

City: Idaho

Country: United States

Website: www.gymreapers.com

Email address: Oshea@gymreapers.com

Name of unit or department: Sourcing and Logistics - **Business or sector:** Fitness and Wellness

Sourcing:

1. Inspection of Products while production and before shipping, (Save my client almost One million Dollar in Bad leather belts production.
2. Negotiate with previous supplier for better rates while maintaining the good relationship. (Save almost one hundred thousand Dollar)
3. Add new supplier which have ethical working environment and are willing to manage large scale production.
4. Find new products and work on feasibility of launching this product in market for marketing team. (Provide costing of product, shipping and up to some extent market review.

Logistics:

5. Arrange shipping documents like Proforma invoice, Packing list, B.L, GD etc.
6. Arrange shipping with best prices, take follow up of all shipments which are in pipe line and make sure that there is no delay. (Save almost one thousand dollar per shipment from Pakistan and China.
7. Manage custom clearance process in both countries.
8. Audit of shipping bills, freight rates, duties and taxes rates as per HTS Code.

Logistics and Procurement Manager

DMoose Enterprises Inc [01/08/2021 – Current]

City: Faisalabad

Country: Pakistan

Website: www.dmoose.com

Email address: support@dmoose.com

Name of unit or department: Procurement and Logistics - **Business or sector:** Fitness and Wellness

Job Responsibilities.

1. Manage all import-export processes which include optimizing Sea and Air freight (DDP shipping), and audit all bills of shipping (Local trucking, custom expense in Pakistan, customs expenses in the Destination Country, and destination country trucking and timely delivery.)
2. Manage all in-time pickups from China as per sales team recommendation and make sure that cargo should reach amazon within the stipulated time period.
3. Increase the number of forwarders to create competition and get better rates from China and Pakistan Both.
4. Manage Chinese vendors, (* Reduce FOB of current products, * Increase the number of supplies in the Vendor list to get better rates,* Arrange free samples, * Arrange an inspection of production in China.)
5. Arrange all shipping documentation in soft and hard form for the Accounts department and provide regular tracking of all in-transit shipments to the sales department for proper planning.

Deputy Manager Commercial

Filtech International [01/07/2019 – 31/07/2021]

City: Faisalabad

Country: Pakistan

1. All documentation of import and export, working in Weboc coordination with clearing and forwarding agents, the documentation, and any other work deemed necessary for smooth working.
2. Dealing with Government departments e.g FCCI, Custom House, return documentation etc.
3. Arrange documents for Sales Tax and Income Tax returns and submit sales tax return documentation and.
4. All sorts of dealing with customers about the local sales which include (Inquiry Generation, arranging delivery to the said order, payment follow up.)

Assistant Accounts

Abdur Rehman Corporation Pvt Ltd [13/02/2018 – 30/07/2019]

City: Faisalabad

Country: Pakistan

1. Manage all working of SRO 327 (Documentation, Deal visit custom Inspectors for analysis certificates renewal and getting new analysis certificates.)
2. Clear Audit of SRO 327 with minimum fine.
3. Manage all import LC documentation.
4. Coordinate with the accounts manager for data compiling and cash management.

EDUCATION AND TRAINING

Masters in Commerce

Government College University Faisalabad [15/05/2015 – 27/08/2017]

Bachelors in Commerce

University of Punjab [15/07/2013 – 10/08/2015]

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft PowerPoint / Google Drive / Outlook / Zoom / Skype/ E - Logistics / E - Procurement/ Amazon