

# ASHER HAFEEZ ABBASI



## Contact Details:

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asher-hafeez-abbasi

## **About Me**

I am a talented, ambitious and hardworking individual, with broad skills and experience in shipping business operations, commercial, marketing, administration, business development & computer technology.

I am adept at handling multiple tasks on a daily basis competently and at working well under pressure.

## Professional Experience

**Deputy Manager Operations + Commercial & Business Development at GAC PAKISTAN, (Jan '23 to Date)**



**Assistant Manager Operations + Commercial & Business Development at GAC PAKISTAN, (Mid Aug '20 to Dec '22)**

1. Prepare Business and Operational Inquiries and PDAs for all type of Commodities/Vessels such as Oil, Gas, Chemical, Petroleum, LNG, LPG, Project, Steel, Break Bulk, Naval and Research vessels.
2. Provide necessary Port/ other relevant information to Principal/ Master.
3. Communicate / co-ordinate with Port Authorities to arrange vessel's berthing/sailing.
4. Co-ordinate and monitor the vendors for smooth delivery of parcels/spares, documents on board.
5. Gather information of different types of vessels, such as Dry Cargo, Bulk Carriers, General Cargo, Ro-Ro, Liquid Cargo, Crude Carriers, Product Carriers, Chemical, LNG, etc., calling at Our Ports. Track how much volume of cargo

## **Skills**

- Project management
- Creative design
- Strong decision maker
- Innovative
- Leadership
- Service focused
- Marketing
- Adaptability

## **Interests**

- Volunteer Work
- Music
- Traveling
- Reading
- Pet care
- Cooking
- Photography
- Sports

imported/ exported of different commodities to/ from Our Ports.

6. Compile different commodities statistics, such as, Coal, DAP, Chemical, Petroleum, LNG, Ethanol, Wheat, Cement, Clinker, etc.

7. Prepare business profile/ presentation for shipping business operations.

8. Assist/Schedule & Arrangements of business meetings/ visits by GM/Manager Commercial & Business Development.

9. Monitor port/ cargo developments & report send to GM/Manager for new business acquisition.

10. Monitor tender/ pre-qualification/ enquires published by different National/ Multinational, Shipping, Oil and Gas, Business Organizations in the local newspapers, websites.

### **Assistant Manager Operations at UNITED MARINE AGENCIES (UMA) PAKISTAN, (Mar '19 to Mid Aug '20)**



1. Coordinate day-to-day operational activities, berth planning, commercial and operational roles, liaising with internal/ external parties, Marine Technical Superintendents, etc. to ensure efficient commercial operation.

2. Develop close working relationships with the Port Authorities, Customs and Immigration. Securing berth to all vessels on arrival at port, Planning and management of vessel loading/ discharging cargo.

3. Ensure all vessel operations flow smoothly and all team members are kept up to date and ensuring costs are kept to a minimum. Responding to principal, shippers, receivers, questions or in some cases complaints.

4. Tracking of goods en route to their destination ensuring any problems

## Projects

1. Final year graduation project on 'Local Area Wireless Distribution System of Local Cable Tv'.
2. Designed a sample language 'Syntax' in C Language while studying graduation course 'Basic Compiler Designing'.
3. Designed a 'Power Supply' in Microprocessor Based System Design, while studying graduation.
4. Designed a '7 In-1 Out' in Logic Design Switching Theory, while studying graduation.
5. Wrote a 'Thesis Project' in Artificial Intelligence, while studying graduation.
6. Wrote a 'Thesis' in Micro/Macro Economics, while studying master degree program.
7. Conduct a market survey and wrote 'Thesis' on Brand Management.
8. Conduct a online research, market survey and wrote 'Thesis' on Global/ Intl. Marketing.
9. Organize company visit, market survey and wrote 'Thesis' on Sales Management.

## Education

Master of Business Administration (MBA) in Marketing from Hamdard University, Karachi



Bachelor of Science (BS) in Computer Engineering from Sir Syed University of Engineering & Technology, Karachi



that may arise are resolved so as to avoid delays.

5. Liaise with accounts for the preparation of invoices ensuring shipping costs are calculated accurately and passed onto customer.
6. Negotiate rates with suppliers such as carriers, warehouse operators and insurance companies and prepare tariffs for customers, ensuring the require profit margins as directed by the company are achieved.
7. Arrange and manage any advance payments from principal and final settlements when the voyage is complete.

**Manager Business Development at  
KARACHI SHIPYARD &  
ENGINEERING WORKS LIMITED,  
PAKISTAN  
(Feb '17 to Feb '19)**



1. To process the Shipbuilding Enquires/Tender/Pre-qualification request received directly or through public notice appeared in the newspapers.
2. Ensure prompt processing of the enquiries of section and co-ordination with PM and SPL Department for timely submission of proposal/quotation to client.
3. Preparation of Technical and Commercial proposal in accordance with tender documents for submission to clients within the tender due date.
4. To assist PM department in preparation of contract/agreement (if order is awarded). To ensure timely issuance of manufacture order on form no. C-1/4.
5. Arrangement of ABG & PBG through the assistance of Account department for the submission to the client. Arrangement of insurance for the vessels during construction stage through account department.

## Certifications

International English Language  
Testing System (IELTS)  
Academic  
Overall band = 6.5



CCNA (Cisco Certified Network Associate)  
courses from  
CTTC Pvt Ltd, PAKISTAN.



## Hobbies

- Archery
- Soccer
- Gardening
- Horse Riding
- Cycling
- Scuba Diving
- Swimming
- Walking

6. Prompt dispatch of invoices on receipt of documents / certificates from project officer/clients and its realization. To ensure timely issuance of internal order of the vessels (after delivery).

7. To get feedback from customers after delivery of vessels as per prescribed format to improve product performance / quality.

8. Correspondence with clients including Govt. Auditors till the project is completed. Correspondence with clients for waiver of LD (whenever is required). Correspondence with clients for retrieval of guarantees submitted to clients.

9. With the co-ordination of Project Officer, preparing the milestone certificates and delivery Protocol documents as per provision of Contract.

**Senior Officer Operations &  
Secretary to MD at GAC PAKISTAN,  
(Jan '15 to Feb '17)**



**Officer Operations & Secretary to  
MD at GAC PAKISTAN,  
(Aug '09 to Dec '14)**

1. Attend / prepare Business and Operational Inquiries and Proforma Disbursement Account (PDA) for all type of Commodities such as Oil, Gas, Chemical, Petroleum, LNG, LPG, Dry/ Project/Break Bulk and many more.

2. Reply the messages from Principal / Master; sending port / other relevant information, as per their requirement.

3. Provide necessary information such as Notice of Arrival, Notice of Readiness to Receivers, Shippers and or other concerned parties regarding their vessel / cargo etc.

5. Maintain vessel schedule, job file, job register, inquiry register, principal information list etc. update relevant information in GAC Agent.

## **Personal Information**

Race or Ethnicity: Asian (Pakistani)

Religion: Islam

Age/DOB: 39 years/08 Apr 1985

Marital Status: Married, Three Kids

Health Status: Good

Disability: No

## **Languages (Read/Write/Speak)**

- English
- Urdu

6. Compile and maintain principal / customer profile / list. Prepare, keep updated the business presentations, write- up and sales & marketing material.

7. Ensure reports / data required by principals / regional or corporate head office and within the company are sent correctly and timely through defined medium.

8. Assist, schedule & arrangements of meetings / visits by MD. Provide back office support to MD during outstation visits.

9. Liaise with travel agents / hotels to arrange booking for principals / guests / crew members.

**Inventory Controller & Computer Administrator at  
KNIGHT SHOT INC.,  
JEBEL ALI, UAE  
(Sep '08 to Aug '09)**



1. Worked on an 'ERP' inventory based software called 'Castor' Software.

2. Analyze each operating unit or site information for items on order, back order, quantity on hand, quantity available, damaged items, etc.

3. Uses lot numbers to track inventory with expiry dates and maintain quality controls to avoid receiving complaints from the customers.

4. Prepare standard reports including item list, price list, stock list etc. using the software.

5. Supervise the computer systems, ensuring that the workstation, computers are running properly.

6. Troubleshooting software and hardware problems, maintaining and improving system performance and online availability, maintaining all system and application documentation,

## References

**Muhammad Arif**  
Operations Executive,  
Emperor Shipping Lines LLC  
UAE



**Muhammad Azeem,**  
Operations Manager,  
Glander International Bunkering  
UAE



**Capt. Abid Mukhtar Ahmad,**  
Ex Managing Director,  
GAC PAKISTAN



**Capt. Ahmad Riffat Jamal**  
Deputy Manager ISM/SPD  
Pakistan National Shipping  
Corporation



**Shafiq ur Rehman,**  
Finance Manager,  
GAC Bahrain



and assisting personnel with computer problems.

**National Internship Program at  
IT Dept, Govt. of Sindh,  
PAKISTAN  
(July '07 to July '08)**



1. Provide assistance in managing of Windows Server 2003 & XP based setup. Oversee the running of computer systems, ensuring that the machines and computers are running properly.
2. Administration users accounts, data security and backup. Repair / maintenance of computer hardware equipment and software systems.
3. Troubleshooting network & connectivity problems.
4. Designing, implementation and management of structured cabling.
5. Handling all issues regarding network physical hierarchy.

**Network Support Officer at  
ITEC, PAKISTAN  
(Jan '07 to Jun '07)**



1. Manage, monitor, and provided technical support on cisco routers, switches, modems, and servers performed on-site installations (wiring/configuration of routers and switches, windows server 2003 & xp based clients/servers); create internet accounts; troubleshoot email accounts.
2. Ensure network backup integrity and recovery coordination along with disaster preparedness planning.
3. Monitor and resolve performance bottlenecks in the IT infrastructure & ensure proper resources are in place to provide effective and quality installation and support. Provide full support to the clients regarding any issues related to our network, which comes under my area of concern.