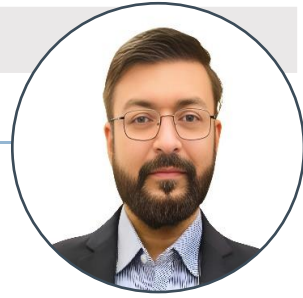


# MUHAMMAD ADNAN



## PROFILE

SEASONED EXECUTIVE WITH A ROBUST BACKGROUND IN IMPORT-EXPORT OPERATIONS, SPECIALIZING IN STRATEGIC MANAGEMENT AND EXECUTION. PROVEN TRACK RECORD IN DEVISING AND IMPLEMENTING STRATEGIC PLANS TO DRIVE BUSINESS GROWTH AND OPERATIONAL EFFICIENCY. EXPERTISE INCLUDES LEADERSHIP IN OPTIMIZING TEAM PERFORMANCE, COMPREHENSIVE KNOWLEDGE OF LOGISTICS AND COMPLIANCE MANAGEMENT, AND PROFICIENCY IN CRM AND ERP SYSTEMS. SKILLED IN UAE IMPORT-EXPORT DOCUMENTATION, PARTICULARLY IN REEXPORT PROCESSES, ENHANCING CROSS-BORDER OPERATIONAL CAPABILITIES AND REGULATORY COMPLIANCE.

## CONTACT

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## WORKING EXPERIENCE

**Zubair & Co (Pakistan & UAE)**  
**Import / Export Executive**  
**Feb 2017 to May 2024**

- ❖ Ensure strict adherence to import/export regulations for regulatory compliance.
- ❖ Monitor operations and evaluate new customs requirements.
- ❖ Supervise daily activities to ensure compliance with standards.
- ❖ Manage archiving, filing, and distribution of documents for effective document control.
- ❖ Track and report progress of document review activities.
- ❖ Assist in obtaining import permits and export licenses.
- ❖ Coordinate with departments for efficient export classification.
- ❖ Interface with freight forwarders and administer logistics.
- ❖ Resolve shipment issues promptly to ensure optimal customer service.
- ❖ Oversee accurate preparation of documents, including letters of credit.

## EDUCATION

**Bachelor's degree, Business/Commerce (B.COM) (2009), University of the Punjab (LAHORE, PAKISTAN)**

**1 Year Diploma in Computer Networking FROM: KHACS (FAISALABAD, PKISTAN)**

## CORE COMPETENCIES

**Strategic Management and Execution:** Seasoned executive of import-export operations experience, adept at devising and executing strategic plans to drive business growth and operational efficiency.

**Leadership and Team Performance:** Successful track record as an Import-Export Executive Manager for 7 years, demonstrating strong leadership in optimizing team performance and achieving operational excellence.

**Documentation Expertise:** Proficiency in managing documentation processes using Pakistan Customs portals (Weboc, PSW, IRIS) and Dubai Chamber of Commerce portals, ensuring efficiency and compliance.

**Logistics and Compliance Management:** Comprehensive understanding of logistics and compliance challenges, skilled in managing complexities within teams to ensure regulatory adherence and operational integrity.

**International Trade Regulations:** Hands-on experience in implementing third-party shipment practices under Inco Terms, ensuring compliance with international trade regulations and standards.

**UAE Import-Export Specialization:** Specialized knowledge in UAE import-export documentation, particularly in reexports, enhancing cross-border operational capabilities and regulatory compliance.

**Technology Integration:** Proficiency in CRM and ERP systems, leveraging technology to optimize workflow efficiencies and enhance organizational performance across import-export operations.

**Regulatory Compliance:** Ensuring strict adherence to import/export regulations to mitigate risks and maintain compliance.

**Customs Evaluation:** Monitoring and evaluating new customs requirements to adapt and maintain regulatory compliance.

**Operational Oversight:** Supervising daily operations and ensuring adherence to industry standards and best practices.

**Document Control:** Efficiently managing document archiving, filing, and distribution processes to ensure accuracy and accessibility.

**Review Tracking:** Monitoring and validating activities, providing accurate progress reports on document reviews and approvals.

**Permit Procurement:** Assisting in securing necessary import permits and export licenses to facilitate smooth operations.

**Export Classification:** Coordinating with relevant departments to classify exports accurately and efficiently.

- ❖ Act as liaison between agents, brokers, banks, and warehouses.
- ❖ Ensure accurate documentation reflecting changes.
- ❖ Evaluate accuracy of assigned values for imported items.
- ❖ Collaborate with customer brokers for import clearance.
- ❖ Conduct regular audits on import and export files.
- ❖ Work with departments to obtain compliant certification documents.
- ❖ Regularly audit broker activities for compliance and efficiency.
- ❖ Plan and oversee goods flow for international and domestic shipments.

#### **MUMIN TEXTILES**

##### **Assistant Export Manager**

**Apr 2012 to Feb 2017.**

- ❖ Document Preparation: Oversee the accurate and timely preparation of export related documents, including invoices, shipping documents, and customs declarations.
- ❖ Logistics Coordination: Collaborate with freight forwarders, carriers, and logistics partners to plan and execute efficient shipment of goods.
- ❖ Shipment Tracking: Implement a tracking system for export shipments, providing Realtime updates and addressing delays promptly.
- ❖ Customer Communication: Maintain effective communication with customers regarding order status, shipping details, and documentation requirements.
- ❖ Quality Control: Ensure exported products meet quality standards, coordinating with relevant departments to address issues.
- ❖ Market Research: Conduct research to identify potential export opportunities, new markets, and industry trends.
- ❖ Collaboration with Internal Teams: Coordinate with sales, production, and finance teams to align export activities with business objectives.
- ❖ Continuous Improvement: Implement process improvements to enhance the efficiency of export operations.

#### **HARIS & CO**

##### **Document Controller / Administration**

**Officer May 2010 to Mar 2012**

I was responsible for collecting and maintaining records of invoices and transfer of funds to the Lahore office. Coordinate with the maintenance team for client's complaints. Help Management to perform day today administrative tasks.

**Logistics Administration:** Collaborating with freight forwarders to oversee and optimize logistics operations for timely and cost-effective shipments.

**Customer Service Excellence:** Resolving shipment issues promptly and effectively to uphold superior customer service standards.

**Financial Documentation Management:** Overseeing accurate preparation of critical financial documents, including letters of credit and other financial instruments.

**Compliance Coordination:** Coordinating paperwork and procedures to comply with tariffs, trade regulations, and international standards.

**Stakeholder Management:** Acting as a liaison between stakeholders such as agents, brokers, banks, and warehouses to facilitate smooth and efficient operations.

**Insurance Claim Coordination:** Managing insurance claim processes for damages occurring during import shipments.

**Document Accuracy and Updates:** Ensuring accuracy in documentation reflecting changes and updates to maintain compliance and operational efficiency.

**Import Value Assessment:** Evaluating and verifying assigned values for imported items to ensure accuracy and compliance.

**Broker Collaboration:** Collaborating closely with customer brokers to streamline import clearance processes and compliance checks.

**Audit and Compliance Monitoring:** Conducting regular audits on import and export files to ensure adherence to regulations and identify areas for improvement.

**Certification Procurement:** Working with relevant departments to obtain necessary certifications and compliance documents.

**Goods Flow Oversight:** Planning and overseeing goods flow for international and domestic traffic to optimize supply chain efficiency.

**Duties and Tariffs Calculation:** Accurately calculating duties, tariffs, price conversions, weight, and volume to optimize cost efficiency and compliance.

#### **IT SKILL**

- ❖ MS Office.
- ❖ Computer Networking (M.S ISA server, IP/TCP configuration, Local FTP configuration, IP camera configuration, Wireless networking, IP Phones)
- ❖ Hardware Assembling
- ❖ SEO Handling
- ❖ Web Designing (WordPress, WooCommerce)
- ❖ Web Hosting (C PANEL, WHM, EMAIL HOSTING MANGEMENT)

#### **DECLARATION**

I hereby declare that the above-mentioned details are true to the Best of my knowledge and Belief. If selected I promise to abide the rules and regulation of the organization and fulfill the duties Entrusted to me at the utmost satisfaction of my superiors.

**All the reference will be provided upon request.**