



**UMAIR RAFIQUE**  
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## CAREER OBJECTIVE

“Seeking a suitable position in the environment that creates a desire to perform an exemplary role which results better understanding to development of excellent interpersonal skills, as well as offer me the opportunity for increasing level of responsibility and professional growth. I achieve my monthly target whereas Top management announce employee of the month award”

## PROFESSIONAL SUMMARY

“I began my career as er operator at that time when i was no need of job but i have strong believe to make handwork and improve myself for better future. I’ve always been skilled at bringing people together and workingtowards common goals. My experience successfully leading teams and managing stores led me to consider administration, and I’ve been building a career as a driven Import for the last seven years.”

“In my current role at Alif Industry Smc Pvt Ltd (TURKPLAST), the efficiency of the office has been a personal focus—especially as it relates to daily challanges . I set and oversee goals related to department work.

## ACADEMIC PROFILE

- M.Com in Accounting and Finance
- Bachelor Of commerce, Punjab Group of college. (2012)
- Intermediate B.I.S.E Lahore. (2010)
- Matriculation (science) Lahore Board. (2007)

## AREAS OF EXPERTISE

- Admin Policies and Issues
- Operational Management
- Time Management
- Staff Training
- Budgeting / Cost Control
- Public Relations
- Quality control
- Customer Services
- Employees Data Maintain and also Payroll system
- Supply Chain
- Import & Export
- Negotiation
- Any Task Assign from Management

## PROFESSIONAL EXPERIENCE

**Alif Industry Smc Pvt Ltd(TURKPLAST) -**

**(Manager Import)**

16 May 2019 to still continue

1. For New Limits from banks Arrange all property documents from concern departments.
2. Dealing with all kind of L/C (DA,Sight,LG, istisina) etc
3. Dealing with bank regarding Mortgage of Property.
4. Make Purchase orders manually & SAP software
5. Dealing with all exporter/international supplier for better product and price.
6. Manage the movement of products/equipment/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country and international law and process.
7. Manage the movement of products/equipment/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country and international law and process.
8. 2. Manage the necessary documentation and online forms for the efficient, cost research and report on future changes in import laws and in relevant local territory practices, and ensure such knowledge is factored into the planning of the department's own strategy, resources and procedures.
9. 4. Making sure that all the commodities and products are arranged properly and then dispersed.
10. Making sure that the products and commodities arrive within the given time.
11. Foresee the movement of goods between the home country and other countries.
12. Keep in touch with freight forwarders, professionals from logistics companies, retailer units and manufacturers.
13. Design all compliance forms and templates and prepare required reports and maintain an efficient import and export classification databases and ensure accuracy in same and ensure compliance to all regulations.
14. Ensures duty billing is accurate and does not exceed amounts paid or payable
15. Develops and maintains relationships with freight forwarding and clearing agents
16. Dealing with local transporter and make policies how to goods will be cost effective.
17. Provide Import data to tax department on monthly basis.
18. Maintain daily import report and share with management & concern departments.
19. Make Landed Cost of Material and close the files timely
20. Oversee and manage the company's import operations, including customs clearance.
21. Collaborate with the factory's production team to determine import requirements and ensure that all imported materials and supplies meet quality standards.
22. Develop and maintain strong relationships with suppliers and freight forwarders. • Negotiate favorable pricing and terms for imported materials and supplies.
23. Monitor import regulations and stay up-to-date with changes to customs regulations and duties.
24. Ensure that all import-related documentation is complete and accurate and that all customs clearance procedures (EFS) are followed.
25. Manage the import budget, ensuring that all import-related expenses are within budgeted limits.
26. Monitor inventory levels and ensure that imported materials and supplies are ordered in a timely manner to avoid stock shortage.
27. In bond Facility

**Sumico Technologies (Pvt.) Ltd -**

**(A.M Import)**

11 May 2015 to 16 May 2019

1. Manage the movement of products/equipment/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country and international law and process.
2. Manage the necessary documentation and online forms for the efficient, cost- effective and lawful execution of all import/export activities.
3. Anticipate research and report on future changes in import/export laws and in relevant local territory practices, and ensure such knowledge is factored into the planning of the department's own strategy, resources and procedures.
4. Making sure that all the commodities and products are arranged properly and then dispersed.
5. Making sure that the products and commodities arrive within the given time.
6. Foresee the movement of goods between the home country and other countries.
7. Keep in touch with freight forwarders, professionals from logistics companies, retailer units and manufacturers.
8. Design all compliance forms and templates and prepare required reports and maintain an efficient import and export classification databases and ensure accuracy in same and ensure compliance to all regulations.
9. Ensures duty billing is accurate and does not exceed amounts paid or payable
10. Develops and maintains relationships with freight forwarding and clearing agents
11. Confirms and validates all billings and procedures before forwarding to Audit and Taxation.

**Metaline Industries (Pvt.) Ltd -**

**(A.M Import & Export)**

24 April 2013 to 22 April 2015

**Major Responsibilities**

1. Purchase order Preparation and updating its relevant record. (Manual & computers).
2. To get Performa invoice from supplier or merchandising dept.
3. Liaison with finance Manager to arrange fund for LC opening or Adv Payment.
4. Liaison with Insurance Company for insurance cover note and PPR.
5. Prepare LC Opening Document and get sign by Authorized Signatory.
6. Liaison with bank for LC copy.
7. To send LC Copy to the supplier and get Shipment Schedule.
8. Responsible to deliver copy of LC to account.
9. Maintain Daily Shipment status and follow-up.

10. Liaison with clearing agent for clearance of shipment.
11. Liaison with transporter and negotiation regarding local freight.
12. To get IGP after arrival of consignment into factory.
13. To get Clearance bill from clearing agent and check with the negotiate price and proceed to A/C dept.
14. To get freight bill from forwarder and agent and check with the negotiate rate and proceed to A/C dept.
15. Bank Documents Retirement.
16. Dispatch of documents to clearing agents.
17. Non-Negotiable documents upon receipt of shipment advice.
18. Checking and Calculation of duty and taxes payment report for each consignment cost sheet+ quantitative report
19. Preparation in transit report on daily basis.
20. Preparation/ Collection of Daily Clearance report of consignment at Karachi/Lahore port.
21. Working on Landed cost on arrival of shipment.

**Metaline Industries (Pvt.) Ltd** -

**(Administration)**

22 Feb 2012 to March 2013

**Major Responsibilities**

1. Hold Daily Morning Meeting with the administration staff.
2. To look after housekeeping & cleanliness of factory
3. Keep maintain Company's sanitation, water coolers & other equipments like generators, compressors etc.
4. Submit daily admin report to Management & concern.
5. Verification of Employment Forms according to approved strength.
6. Publishing of vacancies, arrangement of interviews and hiring of personnel for different posts
7. Verification of Vehicles Repair & Petrol Bills of
8. Repair and maintenance of vehicles verification and recommendation.
9. Dispensary visit to check medical stock.
10. Arrangement of food for visitors.
11. Raise purchase requisition for required purchases relate to general repair & maintenance work.
12. Look after factory's transport for workers and keep liaison with contractors.

13. Responsible to keep sewerage system in working.
14. Handling of outdoor matters like purchases of stationary etc.
15. Verification for work done regarding maintenance of vehicles.
16. Handle all general administrative matters like workers complaints, travelling charges, meal charges, medical bills & Children School Fees etc
17. Monitoring of Security Cameras and submit report to Management
18. Ensure for return of material out through Returnable Outward Gate Pass
19. Responsible for verification & entering of General Overtime Sheets in System.
20. Any Duty assigned by Management & concern.

**Nishat Mills-**

**(Internee)**

1 Month 2012

**Major Responsibilities**

- Make Sales Tax Invoices

**Faisal Movers Company**

-

**(Customer Service)**

20 March 2011

**Major Responsibilities**

- I Communicate with Different people and achieve my goals on timely

**CERTIFICATES & ACHIVEMENTS**

- Employee of the month Award

**PERSONAL & FUNCTIONAL SKILLS**

- Good management skills.
- Strong convincing power.
- Excellent customer relationship.
- Ability to handle multiple tasks.
- MS-Office 2003/2007/2010

## INTERESTS

Internet surfing, dining out, listening to music, has a strong passion about traveling, games etc.

## PERSONAL INFORMATION

<b>Father's Name:</b>	<b><i>Muhammad Rafique</i></b>
<b>Marital Status:</b>	<b>Married</b>
<b>Nationality:</b>	<b>Pakistani</b>
<b>Date of Birth:</b>	<b>1-11-1991</b>

## Reference

Will be furnished on request