

TOUSEEF AHMED



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📄 **Address:** Block 10 Street No:11 Building No:52 House No: 14 Salmiya
Kuwait

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization offering opportunities for learning and career advancement which would enable me to capitalize on the acquired expertise and knowledge to work effectively for my employer.

PROFESSIONAL SUMMARY

- Confident, persuasive, and initiative player with an ability to communicate effectively across diverse cultures to achieve exceptional business goals.
- Consistent record of fostering excellent business, and working relationships, and exerting positive influence at all levels to facilitate teamwork, business growth, and organizational development.
- Highly focused, disciplined, keen learner, having a cheerful 'can do' attitude.
- Open-minded, flexible, and adaptable personality with good leadership and problem-solving skills.
- Ability to use professional concepts and company objectives to resolve complex issues in creative and effective ways.
- High standard of performance and business ethics.
- Methodical and practical approach with good analytical skills.
- Comfortable in a fast-paced, performance-oriented environment.

SKILLS

- Comprehensive knowledge of Microsoft Office.
- Good knowledge of Computer Hardware and the Internet
- Full command over the self-export software (General Export Excess)

ACADEMIC QUALIFICATION

MBA (Supply Chain)- Finalist

Newport University Karachi, Pakistan

B.Com

University of Karachi, Pakistan

Intermediate

Intermediate Board of Karachi, Pakistan

SSC

Matriculation Secondary Board of Karachi, Pakistan

WORK EXPERIENCE

Export Manager

Super Star Enterprises
Hunza Seafood International

Year 2010 – 2021
Year 2021 – 2023

Manager Responsibilities:

- Prepare documents for export shipments and apply for import approval from various government agencies.
- Planning delivery and intimating the warehouse to keep the material packed and ready for dispatch.
- Dispatch shipments as per the customer Purchase Order.
- Coordinate with the Freight forwarder for picking up shipments.
- Obtained signed delivery note from receiving contact person.
- Arrange for Customs Inspection for temporary Imports and prepare documentation for re-export if required.
- Work closely with suppliers to ensure full compliance with customer requirements.
- Follow up with the supplier for purchase order acknowledgment.
- Follow up with the supplier for shipment readiness and arrange pickup.
- Floating inquiries to freight forwarders on a shipment-to-shipment basis.
- Prepare freight comparative report and get budget approval from management.
- Managing key roles within the sales team of the organization.
- Managing the management and client relationships and ensuring that my staff manages any complaints appropriately.
- Maintaining good customer relationships is vital to the function of the Export department and so monitoring customer feedback is essential to maintain high levels of customer service.

PERSONAL INFORMATION

Father's Name : Iqbal Ahmed
Date of Birth : 05th May 1988
Marital Status : Married
Religion : Muslim
Passport No. : UC1160163
Nationality : Pakistani

REFERENCES

References will be furnished on request.