

Syed Najam Ul Haq

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Summary

I have done Masters in Economics from SALU Khairpur Mir's, Pakistan, and working since 1988. I started my carrier as a Commercial Officer, and moved to freight forwarding industry, currently working here in the Kingdom of Saudi Arabia as a Document Controller since 2009.

My past experience as Cargo Controller at Dubai, I have also sound knowledge of customs clearance standard operating procedures including H.S Codes etc.

Work Experience: A total Experience of more than 16 Years

SAUDI OGER LTD. RIYADH (K.S.A)



Saudi Oger is one of the leading companies in Construction, Facilities Management and Infrastructure Project Development in The Kingdom of Saudi Arabia and the region. I joined this organization as a **Document Controller** on its PRINCESS NOORA BINT ABDULRAHMAN UNIVERSITY (PNUW) project in Nov 2009 and serving to date.

Roles & Responsibilities:

Preparation and submission for approval

Downloading drawings from FDI net, and to send them for approval.

Tracking of document control activities related to submission & approval of documents.

Responsible for Receipt, registration, distribution and storage of correspondence, drawings, specifications, procedures, tender documents, vendor data's, codes & standards etc.

Maintaining logs & complete document filing in hard & soft copies along with document distribution.

Updating logs & shop Drawings on the dedicated FTP servers to store and spread the information all over the project/organization.

Encoding submittals & transmittals in MS Primavera Expedition.



Import/Exports Consultant: To calculate duties/expenses according to customs tariff, checking of HS Code, (Duties & Taxes) from July 2006 Oct, 2009.

Managing Partner Online Logistics: To get business share from market and deals with Airlines, to get rates on volume, Weight, rates according to IATA policy from Jan 2005 to May 2006.

Cargo Controller : Joined Asia Pacific Express Cargo LLC Dubai, and worked there as Air / Sea Imports, and uplifting of imports from Origin to destination on Ex-works basis, from July 2004 to Jan 2005.

Branch Manager: Joined Universal Freight Systems (Pvt) Ltd, Pakistan at their Peshawar setup, and also move transit Via Pakistan to Afghanistan for the Humanitarians Aids of different NGOs from Sep 2000 to July 2004.

Commercial Officer: Joined as a commercial officer ANZ Foods formerly Ahmad Foods to purchase the raw materials, for production department as per their requirements, including raw material and machinery for boiler with packing material too. Besides checking of inventories, from Dec, 1996 to Dec 1999.

High points:

Excellent communication and interpersonal skills

Keenness and capacity to learn new concepts and latest technologies.

Willingness to take up responsibility.

Highly committed to deliver on the responsibility assigned.

Academics:

Master in Economics

SAL University (Pakistan)

Batchler of Commerce (B Com)

University of Sindh (Pakistan)

Computer Skills:

OS – Microsoft Windows and UNIX

Applications – Primavera Contract Manager, MS Office, FDI Net, Internet and MS Exchange emails etc...



Personal Information:

Age: 44 years (DOB 25-03-1967)
Nationality: Pakistan
Passport No: AD6393002
Marital Status: Married, blessed with 4 children.
Language Known: English, Basic Arabic

