

I M R A N H A S S A N

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Objective

Intend to have a career, which would utilize my potential and skill to its maximum and to work in a responsible and challenging work position where teamwork and ability are required and where skills are recognized and rewarded.

PROFESSIONAL EXPERIENCE

Service warehouse Co. (Customs Bonded Warehouse)



Import & Export Executive (Jan 2021 - till Date)

Job Description

- Process Document to Shipping Line, send pre-alert and inform schedule to customer as well as Co-ordinate with all department, colleague and manager to improve KPI
- Handle customer complaints and enquiries Contact with Customer and Shipping Line and overseas to Ensure all concerned documentation submitted by customers within a day will be done completely in a timely manner
- Prepare import & export customs clearance and Arrange Invoice to customer and also Arrange cheque to pick up D/O process billing and release delivery order to customer. Produce and control all required documents accurately and timely
- Handle customer complaints and enquiries
- Self-checked on accuracy of internal and external documents
- Preparing Direct delivery for different borders to receive cargo in CBW.
- Have well knowledge to Use customs system as Customs Broker & Warehouse customs system.

Jassim Transport & Stevedoring Company K.S.C.C, Kuwait. (Customs Bonded Warehouse)

Ports Management, Contract Logistics, Equipment Leasing, Power Rental.



Supervisor (Oct 2011 - 31-Dec-2020)

Job Description

As Import/Export Coordinator :

- Manage all facets of Import & export transportation, including documentation which are processed in Custom Bonded Warehouse Management System for clients to import their general cargo/Cars containers to the Local Market or for export
- Dealing with the Customs for processing the sea/land/Air shipments documentation (if required).
- Collaborating with Customs Auditor and Inspectors for Local Import & releasing the Vehicles/General Cargo from the Custom Bonded Warehouse.
- Update customers with information about the documents for their shipments as well as status for their shipment. Manage current work processes and initiate procedures to reduce downtime and ensure compliance to service measures
- Measure and analyze major problems faced by various customers, and propose corrective actions for these problems to increase our customers' satisfaction.
- Reporting directly to the Assistant Manager. Coordinate with various departments and maintain compliance to all import operations.
- Ensuring that the flow of operations is according to Customs Rules and Regulations. Have import & export knowledge from different borders of Kuwait.
- Assists with operational procedures including sorting, loading/unloading activities, shipment processing and documentation, sending shipment status information.
- Prepare and process import and export documentation according to customs regulations, laws, or procedures.
- Supervising the Import/Re-export & LCL Operations to Local Market and other GCC Countries

As Customs Clearance Coordinator :

- Request or compile necessary import documentation, such as customs invoices, certificate of origin, and cargo-control documents
- Prepare required documents and procedures according to customer standards and ensure compliance to service requirements. Maintain knowledge on all industry rules and regulations and perform all custom duties
- Can handle import & export clearance with experience of import & export. Can advise customer in advance with Customs Duty & approx. Global Charges.
- Have knowledge to enter data in Kuwait customs system (Broker System as can type write & speak Arabic) & various type of Bayans. Clear goods through customs and to their destinations for clients & Calculate duty and tariff payments owed on shipments

As Logistic Coordinator :

- Overseeing all supply chain operations. Organizing and managing inventory, storage, and transportation.
- Analyzing and optimizing logistical procedures. Reviewing, preparing, and routing purchase orders.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity. Addressing and resolving shipment and inventory issues. Answering customer queries.

Anwar Al Qatami General Trading Company W.L.L, Kuwait.



Footwear and Fashion

Purchase Assistant & Assistant Merchandiser (April 2008 - Oct 2011)

Job Description

- Planning stock /intake requirements for the stores to meet the target sales and the budget.
- Assisting buyers with purchase to meet the budget. Handling complete purchase for Handbags.
- Handling communication with the suppliers. Following up of payments and shipments.
- Retailing product by keeping the margins and also by analyzing competitors.
- Following up with the warehouse for the new transfer and the shipment received.
- Distributing the goods to the outlets, while keeping the record of the Showroom capacity.
- Participating in the promotional offer and the price reduction.
- Following up with the showroom for the entire price update and stock update.
- Evaluating and calculating breakeven report.
- Analyzing and preparing both sales and stock report.
- Preparing both the best seller and worst seller report for the dept. managers on a weekly basis.
- Reporting to department manager

Al-Qatan General Trading Company

Vehicle Upholstery and Accessories

Store keeper (Jul 2004 - April 2008)

Job Description

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
- Maintain an awareness of all promotions and advertisements.
- Assist in floor moves, merchandising, display maintenance, and housekeeping
- Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise.
- Communicate customer requests to management. Assist in completing price changes within the department. Participate in year-end inventory and cycle counts. Assist in ringing up sales at registers and/or bagging merchandise.

- Any other tasks as assigned from time to time by any manager.

SKILLS

Analytical skills

Good knowledge of using Microsoft office.

Capable of working under pressure

Communication Skills (**Can Read/write & type Arabic**)

An Asset to any team

Ability to Master any Technology in short duration

EDUCATION

- Bachelors of Art, Punjab University, Lahore, Pakistan
- Diploma in Computer Programming and Applications
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PERSONAL INFORMATION

Nationality:

Citizen of Pakistan

Residence Status:

Article 18 (Transferrable Visa)