

Umair Nazir

Supply Chain/ Logistics Coordinator

+923067777017 / +971581929267 | umairnazir174@gmail.com | Married | Multan, Pakistan | 04-10-1991

Summary

Smart Professional with experience of working in Corporate Organizations in planning, Supply chain Operations, procurement, Logistics and E commerce department. I have sound knowledge and Experience of Import, Export, Logistics warehouse Operations and Sales Coordination.

EXPERIENCES

Customer Services

01-04-2024 - present

Flipcost- E Commerce, Multan

- Manage refunds and claims
- Submitting Safe T claims in Amazon
- Follow up for payments and check approval status
- Responding on customer quires
- Update customer on shipment status and share trackings.
- Manage Inventory and update stock on daily basis
- Product Hunting on Amazon

Exports and Logistics Executive

01-07-2022 - 30-08-2023

Brothers Gas Bottling & Distribution, Dubai

- Preparing Sales Quotation for Export customers
- Execute Exports Orders and Prepare Export Documentation Invoice+ Packing List+ COO
- Coordination with Plant team for material readiness within deadlines
- Coordination with Logistics team for vessel booking and containers deposit in Port
- Arranging BL draft from shipping and take confirmation from customers
- Managing Transportation and assigning drivers for collection of cylinders and tanks
- Making Sales Orders in ERP and handling monthly closing.
- Coordination with customers regarding BL and documents verification.
- Shipments tracking and update customers regarding current shipment status
- Resolve customer quires and provide better customer services
- Coordination with warehouse for inbound and outbound shipments and dispatches
- Inventory Management and Sales Forecasting
- Sales Coordination of HVAC products in KSA, UAE
- Payments verification and approvals from accounts
- Customer Creation in system and manage customer KYC and data in ERP system

EXPERIENCES

Import Officer

09-02-2019 - 30-04-2022

Mahmood Group of Companies, Multan

- Preparing LC Documents for LC opening in Banks as per Proforma Invoice
- Coordination with bank for LC draft and final LC submission on confirmation
- Follow up for Shipment schedules
- Manage Shipping documents upon receiving
- Coordination with banks on arrival of Original shipping documents
- Arrange and make payments in bank coordinating with Finance department
- Making Custom duties and Taxes for port clearance
- Arranging transportation for Cargo collection and arrival in Warehouse
- Making Purchase Orders on goods arrival and Debit note claims on shortage of goods
- Manage vendor data in ERP system and update shipment Data on daily basis
- File Management and daily import operations
- Update daily and monthly Reports

Operations Manager

01-09-2018 - 30-01-2019

MTBC Medical Billing Company, Rawalpindi

- Patients Scheduling
- Handle Patients Insurance and claims
- Manage Payments and posting charges

Internee

30-06-2017 - 30-06-2018

Parliament House of Pakistan, Islamabad

- Works in Editing department as Coordinator
- Indexation of senate debates
- Worked in Media Cell department

Education

MBA Marketing

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NUML UNIVERSITY, ISLAMABAD

BBA Finance

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Institute of Southern Punjab, Multan

Languages

English Very Good

Urdu Native Speaker

Skills

, Problem solving , Customer Services , International Trade Knowledge , Logistic and Operations Management , ERP Software's Oracle / Sage , Learning Attitude , Communication , Hard Working and Adpatability

Interests

Cricket, Music,