

Muhammad Sajid

Assistant Manager Export



sajidmuhammad803@gmail.com



+92 (345) 3596114



January 17, 1990

Why *Sajid*?

- Perspicacious and ingenious Export Documentation Professional having 6+ years of experience in textile industry possessing deep insight into custom and commercial documentation, BL management. GSP form A approval, Form E Management and chamber of commerce attestation.
- Passionate and persistent individual proficient at conducting research to develop and present new ideas; confidently communicates with stakeholders to discuss, understand & interpret requirements while recommending innovative strategies to maximize profit, thrives under work deadlines & eminent at managing varied assignments with equal proficiency & diligence. Adept at developing business contacts by networking
- Result-oriented and meticulous individual with potent leadership qualities, having rational approach towards optimum utilization of resources. Team spirited professional with strong interpersonal skills; holds skills in Microsoft Office Suite
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CORE STRENGTHS & ENABLING SKILLS

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|---------------------|------------------------------------|---------------------------------------|
| ▪ LC Management. | ▪ GSP Form A Approval. | ▪ Business Reporting Skills |
| ▪ BL Management | ▪ Export Registry Form Attestation | ▪ Team Building & Leadership Skills |
| ▪ Form E Management | ▪ Under Value Invoicing Management | ▪ Communication & Presentation Skills |

PROFESSIONAL EXPERIENCE

Kassim Textile (Pvt.) Limited, Karachi, Pakistan

Working as "*Assistant Manager Export*", November 2014 – Present

Responsibilities/Accomplishments:

- Prepaid L/C, Advance Payment and D/P documents effectively. Maintaining follow up on bulk orders from production planning to Ex-mill & from Ex-mill to ETA at destination.
- Liaising with production, finance & accounts teams and IT department to manage export process & communication for bulk shipment. Fostering positive relations with banks, shipping lines, port authorities, govt. organization and clients.
- Building collaborative rapport with internal/external stakeholders and external forces with complete understanding of export documentation. Coordinating with senior management to participate in continuous process improvements

PROFESSIONAL QUALIFICATION

- **Bachelor in Arts** (2018 – 2020)
University of Karachi.

House no. 100, Street No. 4 Abdullah Goth, Block B, Malir, Karachi, Pakistan.