

Naseem Abbas

House # 343, Street # 89

Magistrate Colony, Sixth Road Chowk

Rawalpindi

Email: naseem.abbas@jobz.pk

Career Objectives:

Logistics Coordinator with over 3 years of Supply Chain Management experience. Areas of expertise include Proven ability to collaborative , pragmatic , high energy , fluent in Portuguese and English.

Job Experience:

2009 – Present Logistic Coordinator in Shaheen Cargo Service.

Responsibilities:

- Coordinated all documentation for overseas shipments, including legalization of documents and compliance with requirements of Letters of Credit
- Accurately verified over 250 daily Bills of Lading, Certificates of Analysis, freight forwarder documentation and billing
- Ensured timely issuing shipping instructions, negotiated Letters of Credit
- Reviewed all orders of major customer, track shipment of orders and timely delivery, coordinate shipments from warehouse to customer, manage documentation
- Entered sales contracts, process demurrage claims, commissions, and issue of debits and credits, follow up on collections.
- Tracked product inventory and monthly sales.
- Handled queries from customers, subsidiaries and overseas offices regarding order documents and shipments
- Trained new logistics staff, prepared and presented weekly logistical reports to management team

Education Detail:

2004-2006 Bachelor in Logistics management

References:

Will be furnished on demand.