

AQEEL JAHANGIR

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Results-driven Import Manager with 10 years of experience in optimizing import operations, managing vendor relationships, and ensuring compliance with trade regulations. Proven track record in cost reduction and process improvement.

EDUCATION

Bachelor of Commerce, Accounting | Govt. M.A.O College, Lahore, Pakistan

Degree obtained June 2010

- University of the Punjab, Lahore, Pakistan, Division: 2nd / 57%
- Relevant coursework: Accounting and Business Administration.

EXPERIENCE

Commercial Executive | Hidayath Metal Industries Co. | Riyadh, KSA

Jan 2024 – Present

- Oversaw all aspects of import operations, including supplier coordination, customs clearance, and logistics management.
- Managed purchase orders and tracked shipments using Odoo software, optimizing inventory levels.
- Developed and maintained strong relationships with vendors to negotiate favorable terms and pricing.
- Led a team focused on cost reduction and efficiency improvements in the import process.
- Managed tracking and tracing of shipments to monitor goods throughout the import process.
- Reviewed invoices and shipping manifests for compliance with tariffs and customs regulations.
- Collaborated with sales teams to provide accurate forecasts and reports on import activities.
- Managed end-to-end import processes, ensuring compliance with regulations and timely delivery of goods.
- Planned import schedules four months in advance to align with factory lead times.

Import Manager | WS Steel (PVT) Limited | Lahore, Pakistan

April 2015 – Jan 2024

- Managed end-to-end import processes, ensuring compliance with regulations and timely delivery of goods.
- Developed and maintained strong relationships with suppliers and freight forwarders to optimize logistics operations.
- Trained and supervised import staff, enhancing team efficiency and performance.
- Maintained good relationship with bank for imports documentation, Letter of credit, bank contract and Bank facilities (LC, FATR, RF) matters.
- Planned import schedules four months in advance to align with factory lead times.
- Collaborated with sales teams to provide accurate forecasts and reports on import activities.
- Secured reliable sources for new materials, enhancing product offerings and reducing costs.
- Collaborated with finance teams to analyze costs and improve budgeting for import activities.

Accountant | Asian Touch Int'l | Lahore, Pakistan

Nov 2010 – May 2014

- Managed accounts payable and receivable, ensuring timely and accurate processing of transactions.
 - Reconciled bank statements monthly, identifying and resolving discrepancies to maintain financial accuracy.
 - Supported the accounting team with daily tasks, including data entry and financial report generation.
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SKILLS

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| • Negotiation | • Compliance |
| • Logistics | • Forecasting |
| • Odoo / Customize Software | • Custom Regulations |
| • Inventory Management | • Reconciliation |
| • Multilingual | • Microsoft Office |