

Asma Shaukat

PH: +92-301-5483118

Pakistan

Email: qamarasma098@gmail.com



Career Objective:

Highly skilled and dedicated Deputy Manager Imports with 9 years of experience in managing import operations, ensuring compliance with international trade regulations, and optimizing supply chain processes. Proven track record of reducing costs, improving efficiency, and enhancing customer satisfaction. Exceptional problem-solving and negotiation skills, with a keen eye for detail and strong leadership capabilities.

Employment History:

Designation:	Deputy Manager Import
Company:	Mediland Pakistan Pvt Ltd.
Location:	Lahore, Pakistan
Duration:	June 2021 till present

Responsibilities

- Assisting Sales/ Bidding Team for the arrangements of pre bid documents from Manufacturers.
- Oversee and manage import operations, including documentation, customs clearance, and freight forwarding.
- Ensure compliance with international trade regulations and company policies.
- Coordinate with suppliers, shipping agents, and customs officials to facilitate smooth import processes.
- Monitor and analyze import data to identify cost-saving opportunities and improve efficiency.
- Develop and maintain strong relationships with key stakeholders, including suppliers and regulatory authorities.
- Lead and mentor a team of import coordinators, providing guidance and support to achieve departmental goals.
- Prepare and present reports on import activities, performance metrics, and cost analysis to senior management.

Designation:	Assistant Manager Import
Company:	Mughal Iron & Steel Industries Limited.
Location:	Lahore, Pakistan
Duration:	September 2016-2021

Mughal Iron & Steel Industries Limited ("MISIL") is one of the leading companies of Pakistan in the iron and steel sector. The Company is involved in multidimensional activities from making billets of Mild Steel, Spring Steel, Deformed bar, Re-bar, Cold Twisted Rebar and a huge range of Sections such as I. Beams, Sections, C-sections, H. Beam, T-bars etc. in the downstream industry. Over the years Mughal Steel has emerged as a thriving progressive

steel enterprise due to its ability to transform itself rapidly to meet the challenges of a highly competitive global economy.

Responsibilities

- Obtain competitive rates and finalize orders from suppliers.
- Generate PO in Ax system after obtaining PR.
- Liaise with Finance Manager and Bank for LC opening.
- Prepare, check, and share LC documents with the supplier.
- Follow up and arrange amendments if needed.
- Update income tax exemption records and generate EIF in Weboc.
- Share shipment documents with the clearing agent and insurance company.
- Follow up on courier tracking for original documents and handle retirement.
- Send original documents to the clearing agent for DO.
- Make and approve payments for customs clearance.
- Follow up on payments with the accounts department.
- Prepare and reconcile cost sheets for audit.
- Send file to the audit department and update filing details.

Qualification:

Course	Year	Institution
MBA Executive	2021	Virtual University Lahore.
M A English	2013	National University of Modern Languages, Lahore.
B.ED	2011	University of Education Lahore, Lahore.
Bachelor of Arts,	2008	Punjab University Lahore, Lahore.
Intermediate of Commerce	2006	Board of Intermediate & Secondary Education Lahore.
Matriculation	2004	Board of Intermediate & Secondary Education Lahore.

Software Skills:

- Import Operations Management
- International Trade Compliance
- Supply Chain Optimization
- Customs Clearance
- Cost Analysis and Reduction
- Negotiation and Problem-Solving
- Team Leadership and Mentoring
- Data Analysis and Reporting

Software Skills:

MS Office (Excel, Word and PowerPoint), ERP (Payables, General Ledger and Asset Management)
Customs Portal (Pakistan Single Window & WeBoc)