



MUHAMMAD SALEEM AKHTAR

B.COM, Masters in Commerce (M Com)

15- Years' Experience

Address Office: Sapphire Group, 7-A/k Main Boulevard Gulberg-2 Lahore-Pakistan.

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Target
Positions

- **Management** • **Manager Supply Chain** • **Export/Import Manager**
 - **Trade Finance** • **Manager Procurement** • **Business Management**
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Extensively experienced and goal-oriented with a demonstrated track record of leading the team to achieve given tasks by the management. Talented leader directing highly skilled teams to support achievement of overall corporate goals and objectives with optimum performance of whole project.

Core competencies include:

- L/C-UCP 600
- Supply Chain & Logistics operations Regulatory Compliance
- Foreign Exchange Manual
- Foreign Exchange Regulation Act 1947
- Procurement Management (Local)
- Inventory Management
- Logistics (Local/ Freight Forwarding)
- Risk Management
- Feasibility Research
- Budgeting & Forecasting
- Cost Reductions
- Audit & Verifications
- Reporting & Analysis
- Cost Management
- Vendor Development
- Warehouse Management
- Foreign Exchange Operations

CAREER EXPERIENCE



Sapphire Group of Companies (www.sapphire.com.pk)

Sapphire Group is well-known manufacturing concern in the textile industry and one of the largest textile export Oriented group in the Pakistan. It mainly deals in the production of yarn and different kinds of fabrics and finished garments like Quilt/Duvet Covers, Bed Sheets, Shams, Pillowcases, Comforters, Curtains, Tables Covers, Aprons, Sapphire Global market includes Hong Kong, Japan, Australia, New Zealand, North America, Caribbean, Europe, South Africa, and the Middle East.

2007 -Current

Asst.Manager Supply Chain Operations (Sapphire Fibres Ltd.)

Following are job responsibilities;

- Issurance of Sales/Purchase contracts in Oracle and sending to related Buyers/Sellers
- Monitoring performance of the Contract & Payments authorisation as per contract
- Create, manage and achieve the overall Supply chain department budgets.
- Ensure Company is in compliance with laws and regulations regarding Supply Chain, Resolve any legal issues pertaining to transportation/distribution & Procurement
- Accomplishing customer targets by doing timely & efficiently Supply chain related matters
- Annual Procurement Planning for All Units & Execution of Supply Chain Planning across the company considering the requirements of individual unit
- Responsible for overseeing the inventory management process, implementing departmental strategies for appropriate inventory levels, eliminating obstacles regarding procuring imported items for smooth & timely production of end goods.
- Promote continuous improvement including strategic reviews for the warehouse related functions utilizing quality process and participation in high performance and self-directed work teams.
- Responsible for administrative functions such as budgeting, equipment and liaison to Customer Service.
- Develop and maintain transportation system on domestic and international freight that ensures business needs are met.
- Oversee day-to-day operations of finished goods/Stocks. Directs the operations of the warehouse team to achieve objectives.
- Manage customer service activities including order entry, customer satisfaction, interface with sales, production, labs, regulatory, and quality ensuring that Sapphire's customer service creates competitive advantage in marketplace including resolving critical customer complaints.
- Reduction in OFF Contract Spend & Evaluation of Inventory and Procurement for each transaction and item
- Optimize supplier base, Develop strategic relationship and introduce the KPI's & Developing internal control policies, guidelines and procedures for department and sister concern companies
- Freight Negotiations & Booking arrangements with best shipping lines to meet customer instructions about ETA destination/Vice versa for international Sale/Purchase
- Follow up of Letter of credits & necessary correspondence with Bank & Customers for L/C issuing & Applications
- Liaison with Finance team for Trade Finance settlements
- Sending dispatche programs for ex mill & follow up of Imported & Local Procured goods
- Giving updates about ETD & ETA of vessels to global clients & providing necessary documents for their customs clearance.
- Coordination with Nomination agents for smooth shipments for international customers
- Perform related duties as assigned or as the situation dictates.
- Checking of Custom documents-Invoices/Packing Lists/Export & Import Forms etc
- Coordinating with shipping line for Bill of lading
- Checking of Commercial export/Impot documents
- Checking export expenses i.e. terminal handling/clearing expense booked properly in system

2006 - 2007

Management Trainee Officer

Learn the complete functions of Export, Finance, Accounts & Audit with following key outcomes;

- Presentation of documents to negotiating bank on Discounting, collection basis.
- Allocation of resources to finance the upcoming projects.

- Co-ordination with customers, handling their queries.
- Maintain day-to-day financial transactions.
- Valuation of Work in Process and Finished Goods on month end.
- Supervise the Banks, Stores, Raw Material & Finished Goods reconciliations.
- Deal with Banks & Insurance Companies, Dealers, and Suppliers & Vendors regarding relevant matters.
- Preparation & Filling of monthly, annual & final Income Tax Returns as well as the Sales Tax monthly returns.
- Checking of Supply Register, Purchase Register with Gate Pass, PO etc.
- Preparation of all types of Vouchers, Cash Book, General Journal & Party Ledgers.
- Learn how the Pre & Post Audit is done within the organization.
- Regular visits to the mills for balancing the stocks.

1. MASTERS IN COMMERCE FROM B.Z UNIVERSITY, MULTAN PAKISTAN. IN 2006

M.COM Part - I

- Management Principles & Human Resources Management
- Quantitative Techniques in Business
- Financial Management & Analysis of Financial Statements
- Business Communication
- Economic Analysis & Managerial Economics
- Accounting for Decision Making
- Computer Application in Business & Practical Demonstrations

M.COM Part - II

- Operation & Production Management
- Industrial and Management Accounting
- Company Law
- E-Commerce
- Marketing Management & Business Research Methods
- Advanced Accounting
- Advanced Auditing Problems

2. **Graduation / Bachelor (B.COM) Specialization in Marketing. (2003)**
3. **Intermediate / D.COM Specialization In Accounting (2001)**
4. **Matriculation In Science Subjects (1999)**

PROFESSIONAL COURSES ATTENDED

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| 1. Basic Banking Skills | 7. Audit & Compliance. | 13. International Financial Reporting Standards. |
| 2. Information Technology | 8. Budgeting Techniques & Measures | 14. MS Excel as Tool for Financial Modeling. |
| 3. Investigation of Fraud & Forgery | 9. Internal Audit. | |
| 4. Project Management. | 10. SWOT Analysis Of Sapphire | |
| 5. Seminar on Evolution Of Management Accounting Concepts | 11. International Accounting Standards | |
| 6. New Saving Concepts And Inflation | 12. Costing Tools & Measures | |

PERSONAL PARTICULARS

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|--|-------------------------|------------------------|------------------------|
| ▪ Father's Name; | Basheer Ahmad | ▪ CNIC #; | 32303-2878805-9 |
| ▪ Date Of Birth; | 02-02-1984 | ▪ Passport No.: | JR1348051 |
| ▪ Age | 38-Years | ▪ Languages | English, Urdu |
| ▪ Place of Birth; | Punjab, Pakistan | ▪ Religion | Islam |
| ▪ Domicile | Muzaffargarh | | |
| ▪ M.COM Degree Attested From HEC, Pak | | | |
| ▪ Nationality | Pakistani | | |