



MUDASSAR MEHMOOD

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PERSONAL INFORMATION

Father's Name	Fazal Mabood
Date of Birth	10 th March, 1989
Marital Status	Married
Nationality	Pakistani
CNIC No.	16102-0485210-7
Religion	Islam
Domicile	Mardan, Khyber Pakhtunkhwa

EDUCATION

Degree/Certificate	Subject	Year	Grade/Division	University/Board
MBA	Finance	2012	3.3 CGPA	CECOS UNIVERSITY PESHAWAR
B.COM	Accounting	2009	2 nd	UNIVERSITY OF PESHAWAR
D.COM	Accounting	2007	2 nd	B.T.E PESHAWAR
SSC	Science	2005	2 nd	B.I.S.E MARDAN

JOB EXPERIENCE

1). Import Officer At RUBA Group Of Companies (Head office Lahore)

Tenure (From July-2012 to June-2016)

JOB DESCRIPTION

- Passing general entry in sap business one on daily basis
- Weekly & monthly reconciliation with finance department
- Weekly & monthly reconciliation with Dubai office
- Preparation of invoice & packing list for upcoming shipments
- Preparation of payment requisition on daily basis

- Preparation of demand draft & pay order
- Management of fund for upcoming shipments and handle cash related matter
- Taking responsibilities of container from port to company warehouse
- Preparation of daily report to upper management
- Dealing with clearing agent & providing all documentation
- Preparation of bank reconciliation statement
- Dealing with freight forwarder

2). Manager Import At Changhong Ruba Trading co (pvt) Ltd (Head office Lahore)

Tenure (From July-2016 to till date)

As a Manager import my responsibilities include organizing import operations and ensuring that they are carried out effectively and efficiently and makes sure that all the consignment have been cleared from custom and delivered properly and on time. I am responsible for managing good relationship with vendors, suppliers, freight forwarder, transporters, clearing agent and custom officers. I executes the following key rules and responsibility.

Key Rules & Responsibility

- Preparation of invoices & packing list from DPL for custom purposes
- Preparation of payment requisition, duty and taxes calculation sheet for each shipment
- Preparation of Estimated duty and taxes and other payment requisition for incoming shipment and make it sure that required fund is available in advance for shipment clearance.
- Preparation of Income tax exemption data and feeding in the system
- Preparation of documents for quota allocation of LED Glass Board, PCB & Refrigerators door glass under 5th schedule from IOCO office and get it approved.
- Opening of LCs, Bank contracts in the bank.
- Dealing with the insurance company like getting insurance of each consignment, lodging an insurance claim etc.
- Filling of EIF in WEBOC and get it approved from the bank
- Complete knowledge of WEBOC & PSW like filling EIF and E form, checking container clearance and forwarding status, accepting the entry or file a review etc.
- Follow up by air shipment from POL to factory warehouse.
- Tracking containers and updating in the shipment log on daily basis.
- Dealing with Freight forwarder and providing relevant documents for filing the TP & forwarding the shipment to Lahore port.
- Dealing with the clearing agent and providing relevant documents for clearing the shipment from custom.
- Arranging trucks for transport and negotiation price with the transporters.
- Reconciliation of actual expenses against payment to parties of each shipment.
- After completion of shipment preparation of final cost sheet and share with management with other required documents.
- Work on special tasks assigned time to time by management and share report.

ACCOUNTING SOFTWARE & COMPUTER SKILLS

- SAP Business one (using for more than three years).
- Peach tree software
- Quick Book accounting software.
- Microsoft Office (2003, 2007 & 2013).
- Windows Server 2003, Windows 7, Window 8, Windows XP, Internet.

WRITTEN & SPOKEN PROFICIENCY IN:-

- Pashto
- Urdu
- English

INTERESTS

- Watching & playing cricket.
- Newspaper & books reading.
- Net surfing.
- Welfare Activities.

REFERENCES

Will be provided on demand.