

Muhammad Shakeel

Personal Information

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Profile

Seek to work in an environment that will challenge me further, while allowing me to contribute to the continued growth and success of the organization. To acquire a challenging position in an environment where I can best utilize my skills, education and experience. To participate as a team member in a dynamic work environment focused on promoting business growth by providing superior value and service.

A motivated commercial Administrative Manager & Consultant Import Export Custom Authority with specialist expertise in forecasting, business- case evaluations and performance monitoring. A strategic and agile thinker known for driving change by tackling ambiguous problems and effectively communicating solutions.

Extensive knowledge of multiple generations of Microsoft Excel software. Experienced with vLookups, Index/Match,Pivot tables and reporting, advanced conditional formatting, charts and graphs, Managing Worksheets, data sorting & filtering and formatting as per requirements.

Work experience

08/2023 – present

Lahore, Pakistan

Manager Operation / HR

Five Star Agro Fertilizers

- ✓ Dealing With Govt. Departments for Certificates and Correspondence with Soil Fertility & Agriculture Depart.
- ✓ Arrangements for New Product Registration in PSQCA Pakistan Standard Quality Control Authority
- ✓ Lead, motivate, and support a large team within a time-sensitive and demanding environment, including career development plans for direct reports and problem resolution
- ✓ Manage all Documentation related with LCCI & PJCCI and arrangements for Exhibition agriculture sector.
- ✓ Overall Responsible for Payroll process.
- ✓ All operation of related Hiring and Firing.
- ✓ Prepare and verification of final settlement payment.
- ✓ Manage data collection for the updating of metrics to achieve productivity targets, reduce cost per unit, eliminate errors, and deliver excellent customer service
- ✓ Partner with cross-functional teams to improve proprietary tools and systems
- ✓ Work closely with legal and safety departments to ensure that activities remain compliant
- ✓ Oversee materials and inventory
- ✓ Ensure all operations are carried on in an appropriate, cost-effective way
- ✓ Improve operational management systems, processes and best practices
- ✓ Purchase materials, plan inventory and oversee warehouse efficiency
- ✓ Help the organization's processes remain legally compliant
- ✓ Formulate strategic and operational objectives
- ✓ Examine financial data and use them to improve profitability
- ✓ Manage budgets and forecasts
- ✓ Perform quality controls and monitor production KPIs
- ✓ Recruit, train and supervise staff
- ✓ Find ways to increase quality of customer service

01/2023 – 08/2023

Raiwind Lahore, Pakistan

Assistant Manager HR/ Import & Export

Khalis Fibre (Pvt) Ltd

- ✓ Consultation of the clients regarding insurances, duties and taxes
- ✓ Monitoring of the shipments to ensure the compliance of regulations
- ✓ Search for possibilities to reduce taxes
- ✓ Maintenance of customer relations and participation in the organization's sales activities
- ✓ Assessment of new marketing and sales opportunities as well as presentation of those estimations to the respective managements
- ✓ Ensuring the efficiency and effectiveness of imports and exports

- ✓ Dealing with LCCI for making of documents Import & Export i.e Country of Origin Certificate.
- ✓ Make Presentation for International Delegation with collaboration of Pakistan China Joint Chamber of Commerce & Industry for representation of our Company Product for Export Purpose.
- ✓ Communicate with Customs Authority for negotiated of duty & Texas etc.
- ✓ Meeting align for Internationally Exhibition with collaboration of TDAP & Texpo.
- ✓ Prepared all Documents for LC & CAD as per Bank Requirement and dealing with banks related import export documents.
- ✓ Deal with SRO's and DTRE Shipments
- ✓ Manage all HR-Related tasks for 1500+ Employees in Textile firm.
- ✓ Overall Responsible for Payroll process.
- ✓ All operation of related Hiring and Firing.
- ✓ Prepare and verification of final settlement payment.
- ✓ Employees Gratuity payments
- ✓ Responsible for Salary increments & promotion cases.
- ✓ Daily, Monthly & Yearly reporting as per requirements.
- ✓ Responsible for Employee Appointment & Experience letters
- ✓ Responsible for Confirmation employees & feeding in Wizman & AXE.
- ✓ Managing Held strength as per Approved strength on daily basis.
- ✓ Interview of each employee before hiring.
- ✓ Prepare employees compensation by the end of each month.
- ✓ Prepare Employee Incentives by the end of each month.
- ✓ Prepare Permanent and Piece Rate Employee Overtime.
- ✓ Schedule bank payments or Easy Paisa or Jazz Cash or hand out paychecks directly to employees.
- ✓ Responsible for prepare employee bank accounts Detail etc.
- ✓ Prepare Monthly PRM presentation.
- ✓ Overall responsible of ESS system also create new user in employee self-services.
- ✓ Overall knowledge about HRM/PSW & Customs.
- ✓ Guiding staff regarding company policies also its implementation.
- ✓ Attendance and overtime adjustment for compliance and audit in audit module.
- ✓ Receives and expedites freight out of the country of origin of assignment in collaboration with external commercial partners.
- ✓ Is responsible for following up on, filling archiving import - export documents. & reporting to CFO & Directors.
- ✓ Verifies invoices (from customs, freight-forwarders etc.).
- ✓ Reports problems and irregularities in import- export activities, also ensures that latest custom regulations are communicated and applied.
- ✓ Prepares documents and forms to move goods efficiently through import and export steps and procedures.
- ✓ Reviews paperwork and documents to ensure shipping, handling, storage charges, and customs fees are billed correctly.
- ✓ Maintains a database that tracks merchandise.
- ✓ Processes claims on merchandise shortages and overages.
- ✓ Performs other duties as assigned.
- ✓ Make JD's of All Employees & see Hiring & Recruitment process manages the import/export process and ensures
- ✓ Compliance with all required government laws and licensing regulations. Develops and implements systems and policies to administer documentation processes required to import and export merchandise and materials
- ✓ Any other responsibilities as may be assigned from time to time by CFO and Directors.

02/2020 – 01/2023

Karachi, Pakistan

Manager Import & Export

Magnet of Business International

- ✓ To deal with the issues related to human resource and also to be responsible for safe custody of equipment and stores.
- ✓ Manage financial, administrative and accounts related matters of all the Projects under supervision of the Director.
- ✓ To deal with release and transfer of funds, making necessary payments, purchase of stores for the project, maintenance and reconciliation of
- ✓ To be responsible for preparation and issuing of various monthly and quarterly, etc. financial reports.
- ✓ To maintain or cause to be maintained the accounts and other necessary record of the projects as per government instructions.
- ✓ To be required to undertake field visits as and when required. manages the import/export process and ensures
- ✓ Compliance with all required government laws and licensing regulations. Develops and implements systems and policies to administer documentation processes required to import and export merchandise and materials
- ✓ Any other responsibilities as may be assigned from time to time by CFO and Directors.

01/2017-02/2020

Lahore, Pakistan

MONITORING & EVALUATION OFFICER

PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY (PMDFC), GOVERNMENT OF PUNJAB

- ✓ To Field Visit and Reporting to PMO Regarding Project Issues.
- ✓ To responsible for overall monitoring and evaluation of the activities undertaken under the projects.
- ✓ To design and prepare monitoring and evaluation framework and Tools.
- ✓ To responsible for development of inspection, monitoring, reporting protocols and would submit feedback of overall activities of the projects.
- ✓ Shall assist M&E Manager in performance of duties related to M&E.
- ✓ To closely monitor and evaluate activities undertaken under the projects.
- ✓ Assist with development of inspection, monitoring and reporting protocols and would submit feedback of overall activities of the projects to authorities.
- ✓ Timely apprise M&E Manager about slow performance against timelines of any projects' component. Will provide advice, technical guidance and training on monitoring & evaluation methods to all concerned.
- ✓ Any other responsibilities as may be assigned from time to time. To undertake field visits and inspections in accordance with the schedules approved by Project Manager/PMO/authority

2015-/2017

Lahore, Pakistan

PROJECT COORDINATOR

PUNJAB COMMISSION ON THE STATUS OF WOMEN, GOVERNMENT OF PUNJAB

- ✓ To assist the Project Manager in discharge of his/her duties. To keep liaison with district authorities for achievement of PCSW/Project objectives
- ✓ To maintain all official record related to all projects under supervision of Project Manager related to Operational activities, Training schedule etc.
- ✓ Overall management of activities/functions of the relevant project and regular/project end reporting. To keep close liaison with provincial Departments/ institutions and districts governments for achievement of the stipulated targets. Make and execute short term and long-term plans. Oversee overall planning, monitoring, reporting, systems, controls and implementation mechanisms related to the project. Field visits as and when required with the approval of project director/authority

Education

Lahore, Pakistan

Political Sciences | M.A
University of the Punjab

Lahore, Pakistan

Management | MBA
Virtual University of Pakistan

- Successfully completed a Master's degree in Management, specializing in organizational behavior and strategic leadership.
- Developed strong analytical and problem-solving skills through coursework projects, consistently delivering high-quality solutions and recommendations.
- Led a team of peers during a semester-long case study, effectively delegating tasks and coordinating efforts to achieve a top-ranking presentation.

Lahore, Pakistan

Teaching Expertise | B.Ed
Allama Iqbal Open University

Lahore, Pakistan

Mass Communication | B.A
University of the Punjab

Working in Projects

Management Program Monitoring Unit (PMU) with collaboration of Local Government & Community Development (LG&CD) Under Supervision of Punjab Municipal Development Fund Company.

Gender Management Information System (GMIS) Under Supervision of **Punjab Commission on the status of Women Govt of the Punjab**. Training Nikkah Registrar (TNR) Project of Govt. of the Punjab. **Women in Leadership (WIL)** Project of Govt. of the Punjab. **Transitional Housing for Women (THW)** Project of Govt. of the Punjab. **Traffic Engineering & Transport Planning Agency (TEPA)** with Collaboration of **Lahore Development Authority (LDA)** for Metro Bus Transit System/ Bus Rapid Transit System (BRTS), **Lahore Air Freight Unit (AFU)**

Trainings

Custom Clearing and Forwarding (License Renewal) Dryport MughalPura Lahore Deputy Collector Custom 4 Week 2011
WEBOC (Custom Software) (One Customs) for E-Filling Import and Export. Dry Port Mughal Pura Lahore Deputy Collector Customs 4 Week 2013.

Skill

Computer

Hardware/Software



ERP System / Wizman



Project Management / HR



Import & Export /Shipping



Problem Solving



Creativity & Leadership



Extra Skill

Good Team Player Good Communication

Ability to work in strain Environment

Self Motivated

Computer Skills

MS Office Certificate Software & Hardware Complete Typing Speed 55 wpm

Operating System window 7-8-10

Weboc Custom Software/ PSW

ERP System Management Shorthand Certificate One Custom System (PRAL)

