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Date of Birth: 20th March 1991

Address: Riyadh Saudi Arabia
Iqama: Transferable
Driving License: KSA Valid License

Experienced Logistics and Supply Chain Professional with over 10 years of expertise across Pakistan and GCC regions in freight forwarding, import/export, and re-export operations. Proven success in managing multimodal shipments for diplomatic, commercial, and personal effects clients while ensuring on-time delivery and full regulatory compliance. Skilled in optimizing logistics workflows, reducing lead times by up to 30%, and achieving consistent cost savings through vendor negotiation and process improvement. Strong command of customs clearance, HS code classification, and documentation aligned with SABER, SASO, FASAH, SFDA, and GCC standards. I am proficient in SAP, ERP, WMS, and advanced Excel for shipment analytics, KPI monitoring, and operational reporting. Recognized for ensuring SLA compliance, enhancing supply chain visibility, and maintaining service excellence across diverse logistics environments. Focused on delivering strategic logistics leadership to strengthen global supply chain performance.

SKILLS

Logistics & Freight Operations

- Import and Export Logistics
- Freight Forwarding Operations
- Air & Sea Shipment Coordination
- FCL & LCL Operations Management
- Re-export & Multimodal Logistics
- 3PL Coordination & Vendor Management
- Cost Optimization & Freight Negotiation
- INCOTERMS 2020 Application

Customs & Compliance Logistics

- Customs Clearance & Compliance
- SABER & SASO Certification Handling
- SABER Product Registration
- Product Self-Declaration Process
- SASO Quality Mark & IECEE Certificate Handling
- FASAH Portal Operations
- HS Code Verification
- Supply Chain Compliance (SFDA, GCC Standards)
- Customs Duty Payment Coordination

Documentation & Analytics

- International Trade Documentation (MBL, HBL, COO, Invoice, PL)
- GRN & SOA Reconciliation
- KPI Reporting & Dashboarding
- Logistics Data Analytics & Reporting (Excel-based)
- Documentation & Billing Accuracy
- Proof of Delivery (POD) Management

Systems & Tools

- Microsoft Excel
- Warehouse Management Systems (WMS)
- Enterprise Resource Planning (ERP) Systems
- SAP (MM & Logistics Modules)
- SABER and FASAH Portals

Communication & Coordination

- Customer Communication & Query Handling
- Cross-functional Coordination

LANGUAGES

- English: Fluent
- Urdu: Fluent
- Arabic: Working proficiency
- Pashto: Fluent

EDUCATIONAL BACKGROUND

- BACHELORS IN ENVIRONMENTAL SCIENCES (2019-2013)
University of Peshawar, Pakistan
- DIPLOMA IN MARITIME LOGISTICS (2023)
Alison (The CPD Certification Service)

PROFESSIONAL EXPERIENCE

Elegancia Trading Company W.L.L | Riyadh, KSA

Nov 2023 - Present

Logistics Officer

Oversee end-to-end import and export logistics for air and sea shipments, ensuring timely customs clearance and delivery through coordination with, brokers, and 3PLs. Manage SABER and FASAH compliance, verifying HS codes and SASO certifications for regulatory accuracy. Handle customs duty payments, vendor SOAs, and clearance invoices to maintain financial control. Track and report shipment visibility, documentation flow, and operational KPIs across departments. Support procurement and project teams with logistics planning, cost optimization, and compliance-driven execution.

Roles & Responsibilities:

Logistics Operations Management

- Oversee end-to-end import and export logistics for air and sea shipments, ensuring smooth customs clearance and on-time delivery.
- Coordinate with freight forwarders, customs brokers, and 3PL service providers to ensure operational efficiency.
- Maintain shipment tracking sheets and dashboards in Excel for monitoring clearance, delivery, and payment progress.
- Ensure real-time visibility into operational performance and delivery compliance.

Customs and Compliance Handling

- Administer SABER and FASAH portals for product registration, PCoC/SCoC issuance, and pledge closure per SASO regulations.
- Verify HS Codes, customs documents, and regulatory certificates to ensure full compliance with SASO, SFDA, and GCC standards.
- Manage re-export operations, including customs documentation, COO (Certificate of Origin) issuance, and invoice chamber attestation.
- Coordinate with customs brokers and authorities to resolve clearance or compliance issues effectively.
- Arrange SASO and Ministry of Industry certifications when required for product registration or shipment clearance.

Financial and Documentation Control

- Coordinate customs duty and SAL payments with Finance to avoid shipment delays.
- Review, validate, and confirm clearance agents' invoices before processing.
- Reconcile vendor SOAs and follow up on invoice submissions and payment releases.
- Prepare weekly logistics and cost performance reports for management review.
- Maintain shipment and compliance documentation to support internal and external audits.

Shipment Coordination and Tracking

- Develop and maintain tools for shipment visibility, clearance tracking, and delivery confirmation.
- Ensure timely dispatch and delivery to project sites through close coordination with 3PL partners.
- Validate commercial invoices, packing lists, delivery notes, and airway bills for data accuracy.
- Resolve operational bottlenecks with customs brokers and logistics partners to ensure uninterrupted supply flow.

SABER and SASO Certification Management

- Manage full SABER cycle, including product registration, technical verification, and issuance of SCOC and PCOC.
- Track certificate validity to ensure uninterrupted clearance of shipments.
- Coordinate with suppliers to obtain SASO-compliant documents, Quality Marks, or self-declarations as per HS Code classification.
- Conduct internal training for teams on SABER, SASO, and regulatory compliance procedures.

Cross-Functional and Stakeholder Coordination

- Support Procurement and Project Teams in logistics planning, document control, and compliance coordination.
- Negotiate transportation rates, manage quotations, and oversee vendor performance for cost efficiency.
- Coordinate travel and accommodation arrangements for site staff.
- Handle administrative requests including petty cash, office supplies, and supervision of support staff to ensure smooth operations.

Query Handling

- Act as primary point of contact for project teams' logistics operational queries, providing prompt resolutions and updates on collections deliveries updates.
- Engage regularly with operations team for continuous improvement feedback and proactive issue resolution.

Document & POD Management

- Maintain a centralized database of all Proof of Delivery (POD) documents for every shipment type, supporting billing accuracy and dispute resolution.
- Ensure proper archiving for courier, imports and samples shipment PODs.

Combined Freight International | Islamabad, Pakistan

Over 8 years of progressive experience at Combined Freight International overseeing complete freight forwarding operations, documentation, and compliance. Expert in managing end-to-end air, sea, and multimodal shipments, including FCL, LCL, and re-export projects. Managed freight rate negotiation, carrier coordination, and customs clearance in line with INCOTERMS 2020 and international trade regulations. Proven success in handling over 100 TEUs of exports weekly, supervising MBL/HBL documentation, and managing high-volume shipments for diplomatic, defense, and commercial clients. Strengthened operational workflows, reduced delays, and ensured accuracy, transparency, and cost efficiency across the global supply chain.

Freight Operations Coordinator

July 2019 – Nov 2023

Roles & Responsibilities

Freight Operations Management

- Managed end-to-end import and export operations across air, sea, and multimodal channels, ensuring smooth coordination and on-time deliveries.
- Negotiated freight rates and scheduled bookings with major shipping lines and airlines for both LCL and FCL shipments.
- Oversaw export operations teams to ensure documentation accuracy, shipment readiness, and schedule compliance.
- Supervised full shipment cycle from Ex-Works (EXW) to final delivery in line with INCOTERMS 2020.
- Enhanced operational efficiency by standardizing booking and delivery processes.
- Managed daily coordination with warehouse, trucking, and port teams for cargo readiness and loading schedules.
- **ACHIEVEMENT:** Optimized handling of over 100 TEUs of export cargo weekly, achieving consistent on-time performance and cost efficiency.

Carrier and Partner Coordination

- Coordinated closely with freight forwarders, 2PL, and 3PL logistics providers for booking, loading, and vessel/flight connections.
- Maintained strong partnerships with global carriers such as Maersk, CMA CGM, MSC, and major airlines.
- Ensured timely communication with agents, clients, and carriers for shipment updates and issue resolution.
- **ACHIEVEMENT:** Improved inter-departmental communication and coordination, reducing shipment delays by 80%.

Customs and Compliance Handling

- Managed customs clearance procedures and documentation in compliance with international shipping standards and local import/export laws.
- Verified HS Codes, commercial invoices, packing lists, COO, and B/Ls to ensure customs accuracy.
- Coordinated re-export of oversized defense cargo via multimodal transport while ensuring full customs and port compliance.
- Supported customs liaison for diplomatic and special cargo shipments requiring additional scrutiny.
- **ACHIEVEMENT:** Cleared withheld diplomatic consignments during COVID-19 through strategic coordination with customs and port authorities.

Documentation and Shipment Control

- Reviewed and validated export documents including MBLs, HBLs, manifests, delivery notes, and airway bills.
- Ensured alignment between booking confirmations, shipping instructions, and carrier submissions.
- Maintained shipment tracking sheets and operational dashboards to provide real-time visibility for clients and management.
- **ACHIEVEMENT:** Enhanced document accuracy and turnaround time, reducing discrepancies in export submissions by 40%.

Documentation Executive

Oct 2014 – June 2019

Roles & Responsibilities

Documentation and Record Management

- Prepared and verified import/export documents including Bills of Lading, ISF 10+2 filings, customs forms, commercial invoices, packing lists, and delivery notes.
- Ensured accuracy of all shipping and customs documentation in line with client, carrier, and legal requirements.
- Maintained filing systems for shipments to ensure easy access for audits and compliance checks.
- **ACHIEVEMENT:** Created standardized templates that reduced document preparation time and maintained consistency.

Operational Coordination and Support

- Team up with operations and finance teams to ensure timely submission shipment documents for release and payment.
- Compiled shipment schedules, route plans, and internal booking notes to track cargo flow and improve visibility.
- Coordinated documentation for diplomatic, personal effects, and commercial cargo shipped via air and sea.
- **ACHIEVEMENT:** Managed documentation for 100+ export shipments weekly with zero non-compliance cases reported.

Process Optimization and Reporting

- Implemented manual export documentation tracking logs, cutting overall processing time by 30%.
- Supported internal reporting by preparing shipment summaries, billing notes, and compliance logs.
- Improved coordination between operations and customer service teams for faster document turnaround.
- **ACHIEVEMENT:** Enhanced efficiency in the export documentation process, enabling faster customs release and customer updates.