

Muhammad Umair Rana



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English, Urdu



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Male



Dec 30, 1999

PROFESSIONAL QUALIFICATION

**Bachelor of Business
Administration**
Major Courses:

University of Okara
Marketing

Year
(2019-2023)

PROFESSIONAL SUMMARY

Skilled Export Officer with solid experience in managing international shipments, export documentation, and logistics coordination. Proficient in Infor Nexus, Bamboo Rose, APL logistics portal and FAST ACCOUNT to ensure smooth and timely export operations.

Key Skills

- International Logistics Coordination
- Export Documentation & Compliance
- 3PL and Freight Forwarder Communication
- Billing & Payment Processing (FAST ACCOUNT)
- Infor Nexus & Bamboo Rose Expertise
- Container Stuffing & Shipment Planning
- Pack Plan & Packing List Creation
- Vehicle Booking Forms (VBF)
- Barcode Generation & Tracking
- Advanced Excel for Logistics

PROFESSIONAL EXPERIENCE

Challenge Apparels Limited, Lahore Pakistan
(Export Officer - Export/Logistics Department)

(September.2024 - till now)

Scope of works:

- ❖ Planned and coordinated international shipments ensuring timely and cost-effective delivery.
- ❖ Communicated regularly with customs agents, 3PLs, and transporters to streamline logistics processes.
- ❖ Arranged container placement at factory sites for stuffing; managed follow-ups with clearing agents.
- ❖ Oversaw billing and processed 3PL payments using FAST ACCOUNT system.
- ❖ Placed export bookings in Infor Nexus and ensured accuracy of forwarders' cargo receipts.
- ❖ Monitored payment status for forwarders and maintained up-to-date export documentation records.
- ❖ Created pack plans in Infor Nexus for brands such as Adidas, ensuring compliance and shipping accuracy.
- ❖ Developed detailed packing lists in Excel for brands like American Eagle for international shipment use.
- ❖ Prepared VBFs for various vehicle types and shared them with forwarders.
- ❖ Generated barcodes using Bamboo Rose platform for export tagging and tracking purposes.

Technical Expertise

- **Infor Nexus** – Export bookings, pack plans
- **Bamboo Rose** – Barcode creation
- **FAST ACCOUNT** – 3PL billing and payment processing
- **Microsoft Excel** – Packing lists, documentation & Reports

Languages

- English
- Urdu

Skills:

Good presentation and Communication skills.

Comfortably plan, organize and prioritize work and meet deadlines.

MS Excel, MS Word, MS PowerPoint, Outlook,

Use of Trade Card, Infor Nexus, Fast Account, Bamboo Rose.

Digital Skills:

- Basic knowledge of Facebook & Instagram Ads Manager.
- Understanding of audience targeting and campaign setup.
- Content creation using tools like Canva.
- Basic knowledge of social media marketing strategies.
- Ability to schedule and manage posts on Facebook & Instagram.
- Understanding of engagement metrics and insights.
- Knowledge of digital marketing tools (Meta Ads, etc.)

Adress : Farm Bahadur Nagar, main Faisalabad Road, Okara, Punjab, Pakistan.
