



# MUHAMMAD UMER RASHEED

## Logistic & Supply Chain



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### PROFILE

Strategic, analytical, and detail oriented professional with over five years of experience across multiple industries. I have strong experience in preparing and checking shipping documents such as invoices, packing lists, bills of lading, GD, and certificates of origin.. I am motivated to grow professionally in the field of logistics and supply chain management. I am always willing to learn, improve my skills and contribute positively to the success of the organization. Skilled in identifying opportunities and developing innovative ideas that enhance efficiency and boost supply chain profitability



### WORK EXPERIENCE

#### EDUCATION

- BS-IT (2015-2019)
- MNSUA, Multan
- CGPA (3.20/4.00)

#### EXPERTISE

- Measurable impact (cost reduction, on-time delivery)
- Shipment volume handled
- Team leadership
- Compliance & accuracy
- International coordination

#### LANGUAGE

- English
- Urdu

#### Arlington Trading Inc.

##### Logistic Executive

2024

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2025

- Managed end-to-end logistics operations from origin to final destination.
- Coordinated with international freight forwarders and agents to obtain competitive rates.
- Prepared and verified shipping documents including Invoices, Packing Lists, Bills of Lading, GD, and Certificates of Origin.
- Monitored shipment status and ensured on-time deliveries.
- Resolved shipment delays, documentation issues, and discrepancies efficiently.
- Ensured compliance with import/export regulations and company SOPs.
- Maintained accurate shipment records and logistics reports in Excel/Oodo.

#### Arlington Trading Inc.

##### Logistic Manager

2026

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present

- Managed an average of 100 containers per month (1,200+ containers annually), covering international sea freight operations.
- Successfully supervised and managed a team of 3 Logistics Executives, ensuring smooth daily operations and high work accuracy.
- Reduced overall logistics costs by 15–20% through effective freight rate negotiation and vendor comparison.
- Achieved 95% on-time delivery performance by improving shipment planning, vessel selection, and follow-up procedures.
- Ensured 100% compliance with customs regulations and international trade requirements, resulting in zero penalties or fines.
- Reviewed and approved all critical shipping documents (Invoice, Packing List, BL, GD, COO, ISF), reducing documentation errors by 30%.
- Coordinated with 20+ international agents and freight forwarders across China, Pakistan, India, and Canada.

## Core Competencies

- International Logistics (Middle East, Asia & Europe)
- Import & Export Operations
- Containerized Shipments – FCL / LCL
- Textile & Industrial Supply Chain
- Team Leadership & Workforce Supervision
- Freight Rate Negotiation & Cost Control
- Incoterms (EXW, FOB, CIF, CFR, DDP)
- Vendor, Shipping Line & Forwarder Management
- Customs & Trade Compliance (Global)
- Shipment Planning, Tracking & KPI Reporting.
- Documentation Control (BL, GD, Invoice, PL, COO)
- ERP Systems & Advanced MS Excel

## Personal Strength

- Strong Leadership & Decision-Making
- Excellent Coordination & Communication
- Problem Solving Under Pressure
- Results-Oriented Mindset.

- Delivered a key achievement by arranging the fastest vessel movement from Shanghai to Toronto in just 20 days, completed without rail connection (ERS), significantly improving transit time and customer satisfaction.
- Resolved shipment delays, damages, and operational issues within defined SLAs, maintaining strong vendor and client relationships.

## T&T International Pvt Ltd

### Logistic Executive

**2021**  
–  
**2024**

- Managed an average of 20 import and export shipments per month, handling both inbound and outbound logistics operations.
- Coordinated end-to-end shipment movement from origin to site delivery locations, ensuring timely arrival as per project schedules.
- Successfully delivered shipments on time to site areas, resulting in zero LD (Late Delivery) charges claimed by clients or partners.
- Coordinated with freight forwarders, shipping lines, and overseas agents for booking, documentation, and shipment execution.
- Collected, compared, and analyzed freight rates to select the most cost-effective shipping solutions.
- Prepared, reviewed, and maintained shipping documents including invoices, packing lists, bills of lading, GD, and certificates of origin.
- Closely tracked shipments and provided regular status updates to internal teams and management.
- Supported customs clearance activities by coordinating with clearing agents and ensuring document accuracy.
- Resolved shipment delays, documentation issues, and operational challenges through proactive follow-ups.
- Maintained accurate logistics records and reports using MS Excel and ERP systems.