**IMRAN SHEIRAZ**

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# OBJECTIVE:

A highly motivated seeking employment in Maritime Shipping, Export/Import and transportation arena, where my initiative and transportation experience will prove an asset to employer and will enable me to make a positive contribution to the organization.

**Summary of Qualifications:**

* Detailed knowledge of FMC Regulations and Statues, US Customs Regulation, DOT regulations, Import/Export licenses, NAFTA, Harmonized Tariff Schedule (HTS), Maritime services, import/export operations and warehousing.
* Outstanding research, goal driven, interpersonal, analytical, self-motivated, organizational, presentation, quantitative and problem solving skills.

# WORK EXPERIENCE:

**Liberty Global Logistics - NY 8 May 2017 to Date**

**Commercial/Business Systems Coordinator:**

* Created SOP’s for Business web applications, supply chain management process, trade solutions and import and export process.
* Created, updated various business processes on regulatory compliance related to US export/import Customs regulations, Dangerous Goods restrictions, restricted party screening for commercial, OEM and Military customer.
* Created efficient processes for internal users, analyze data to recommend process improvements.
* Research and perform data analysis to recommend anticipated import/export markets for trade.
* Enhanced KPI’s tracker with converting user’s roles into high level work of supply chain management users.
* Worked closely with other department team members to identify changes and suggested improvements.
* Managed and direct several projects on time and within budget. Resolved day to day user’s, terminal agents, customer issues related to inventories and bill of lading cargo discrepancies.
* Trained team/staff/agents to transition to online web-portal. Created SOP’s for various departments.
* Performed other duties as assigned.

**WI Shipping Company, LLC - NY 1 Aug 2015 – 15 Apr 2017**

**Operations Manager:**

* Creating and executing transportation documents to support efficient execution of logistical movements for all modes of transportation, ocean and ground shipments analyzed cost and recommended solutions to reduce cost.
* Created SOP’s of Import/Export cargoes in contrast with government regulatory compliance programs.
* Administering, managing and optimizing the transportation operation phases such as preparing quotations, following import and export procedures, letter of credits, Bill of Ladings, Certificate of Origins, Shipper’s letter of instructions and IMO hazmat documentation.
* Prepared and issued ocean booking, dock receipt, Master B/L’s, HBL’s, AES filing and perform customs clearance.
* Verifying and approving invoices. Assisted Accounts receivables and payables.
* Maintain cargo and customer database. Provided customer support and resolved issues.

**Aetna Forwarding Inc., NY 3 Oct 2011 – 26 Jun 2015**

**Ocean Freight Coordinator/Manager:**

* Acted as key player of exporting/importing all types of cargo through ocean carriers and served as a barrier in between private and government entities.
* Maintained Company’s status as per C-TPAT requirements.
* Prepared SOP’s for sales/booking and Documentation department basis on trade compliances procedures.
* Provided freight rates for containers, RORO, LCL, breakbulk shipments, generate sales and arranged international freight movements through land, sea and air. Coordinated relocation services, moving household goods and handled fine art projects.
* Maintained export/import record-keeping requirements and policies.
* Provided customer support, follow ups, cargo tracking and resolved issues. Communicated with manufacturers/suppliers and third party logistics providers to coordinate the movement of freight from domestic origin Pointe to overseas destination points.

**American Metal Inc., NY Aug 2006 – Feb 2011**

**Logistics Coordinator:**

* Formulated Strategies to expand business operations.
* Responsible for managed and maintained customer relationship, contracts and Information.
* Assisted logistics department to provide logistical support for operations and inventory management.
* Assisted in vendor selection and pricing in order to optimize routes. Acquired different commodity prices and chosen economical routes to transport them between manufacturing plants to customer.
* Heavy Email interface with customers and vendors in order to ensure timely deliveries of cargo at our facility and after manufactured ship out to customer.
* Handled a broad scope of transactions; followed through with detailed reports. Monitored cargo operations and specialized in cargo scheduling and prepared all relevant documents.
* Coordinated with other departments regarding all aspects of daily operations and assured sales and purchases invoiced and paid in accordance with applicable agreements.
* Provided constant communications of service issues to appropriate personnel and departments.
* Ensured accurate and timely completion of daily and weekly tasks.
* Assisted and provided coverage throughout departments during vacations, holidays and irregular work schedules.

**AQLEEM MARITIME SERVICES**

**M.V. ALEXANDROS S Jan 2005 – Jun 2006**

**M.V. ALEXANDROS S Feb 2004 – Nov 2004**

**Second/Third Mate:**

* Followed functions and responsibilities as identified in the tables of standards of competence given in Chapters II, III and IV of Part A of the STCW code. Functions included navigation, cargo handling and stowage, controlling the operations of the ship, care of persons on board and radio communication with operational level of responsibility.
* Supervisor of crewmembers; managed and assigned duties as per job requirements.
* Individual Sea and port watches. Stand supervised watches, as directed by the Master or designated senior officer until deemed competent to stand unsupervised watches. Assisted Chief Mate to ensure the safe and efficient operation of the vessel.
* Inspected and maintained environmental and safety related equipment on board and record inspections in appropriate logs. Assisted and followed instructions for safe operations of bunker procedures, identified hazards, inspected pollution prevention systems to ensure of proper working conditions and in compliance.
* Managed and worked closely with port inspectors, surveyors, third party inspectors with respect to cargo inspections, ship inspections, gear maintenance, loading and unloading procedures, vessel examination under SOLAS regulations.
* Acted as Safety Officer as directed. Assisted in statutory and class surveys are carried out on the vessel.
* Instructed and orient cadets/new crew/ ratings as directed by Master.
* Managed Cargo handling operations including but not limited to Containers, break-bulk cargo, reefer cargo, and special project cargo.
* Performed all segments of cargo handling operations. Maintained ship’s logbook.
* All operations were conducted in accordance to company policies and procedures followed with international conventions to ensure maximum safety of vessel, cargo and crew.

**P.N.S.C**

**M.V. ISLAMABAD May 2001 – Sep 2002**

**M.V. CHITRAL Oct 1999 – Oct 2000**

**Deck Cadet:**

* Assisted Master and Chief Officer of Ship.
* Trained for stood watches at sea and ports.
* Trained for efficient handling of ship’s legal and commercial business.
* Trained for safe loading, discharging of all types of cargo, dry/wet, break bulk, containers, autos and dangerous goods. Trained for following instructions and observing safe bunker operations.
* Responsible for safe handling of ship’s gear, derricks, winches and cranes.
* Supervised and overseeing crew activities with daily operations of ships such as maintenance work, cargo operations, mooring and anchoring.
* Managed Port State inspections and surveys. Prepared vessel for inspecting navigation systems, firefighting systems, alarm system and pollution prevention system.
* Trained and observed dry dock operations with various ship repairs, inspected vessel hull, double bottom tanks, structural damages in double bottom tanks, rudder, sonar, holds, fore-peak and after-peak tanks, holds, Tween decks and advised replacement of damaged parts. Observed daily maintenance works, replaced ship equipment’s with to dated information and assisted where required.
* Participated in weekly meetings, quality improvement plan program and others company safety management systems

# EDUCATION:

***M.S.*** International Transportation Management **Aug 2010 - May 2011**

SUNY Maritime College, Throggs Neck, New York 10465 USA

***B.S.*** Global Business of Transportation & Trade **Aug 2006 - Aug 2010**

SUNY Maritime College, Throggs Neck, New York 10465 USA

***B.Sc.*** Maritime Studies **Jan 1997 - Dec 1998**

Pakistan Marine Academy, University of Karachi, Pakistan

***F.Sc.*** Cadet College Petaro **Aug 1994 - Apr 1996**

Petaro, Near Jamshoro, Sindh, Pakistan

***S.Sc.*** Cadet College Petaro **Aug 1992 - Apr 1994**

Petaro, Near Jamshoro, Sindh, Pakistan

# RELEVANT SKILLS, LICENSES & CERTIFICATION:

**Computer Skills:**

* Microsoft Word, Excel, Power Point, Outlook, SAP Basis Administration and various transportation related software programs.
* Class 3 Certificate of Competency Class 3 (Deck Officers) – Issued by Ministry of Communications, Karachi – Pakistan
* Certificate of Equivalent Competency – Officer of the Watch (OOW Deck) United Kingdom of Great Britain and Northern Ireland

**Honors and Memberships:**

* Association of Ship Brokers and Agents (ASBA) chartering certificate. SUNY Maritime College, NY
* ASBA – Association of Ship Brokers and Agents Membership
* TWIC holder (Transportation Worker Identification Credential). US Government confidential credetnials
* Graduate with Honors, Undergraduate with Distinction.
* Fort Schuyler Maritime Alumni Association.
* Pakistan Marine Academy Alumni.
* MACOBA – Marine Academy old boys Association, Karachi, Pakistan
* Cadet College Petaro Alumni

**REFERENCE:** Will be furnished upon request.