

ISHAQ ANEES

Import | Supply Chain Manager | Senior Accountant | Payroll Officer | Inventory Officer

Highly versatile and experienced professional with a unique blend of skills in Import and supply chain management. Proven track record of successfully working with Chinese vendors and managing complex supply chains. Additionally possesses expertise as a senior accountant, payroll officer, inventory control and auditing. A valuable asset to any organization seeking a seasoned professional with a broad range of skills and expertise.

✉ iahaqanis809@gmail.com

☎ 0313-0320604, 0328-2667010 📍 KARACHI, Pakistan

EDUCATION

INTERMEDIATE IN COMMERCE
S.M GOVERNMENT COLLEGE
2014 KARACHI

MATRICULATION
CRESCENT GRAMMAR SCHOOL
2011 KARACHI

WORK EXPERIENCE

IMPORT & SUPPLY CHAIN MANAGER
Imperial Furnisher (No.1 Collection)
01/2021 - Present KARACHI

- Procurement and Sourcing:
Identify suppliers and negotiate terms for importing goods.
Evaluate supplier performance and maintain relationships.
- Inventory Management:
Monitor stock levels and optimize inventory to meet demand.
Coordinate with warehouses and distribution centers.
- Logistics and Transportation:
Plan and execute import shipments.
Arrange transportation, customs clearance, and delivery.
- Risk Management:
Assess risks related to supply chain disruptions.
Develop contingency plans for unforeseen events.
- Cost Control and Budgeting:
Analyze costs associated with imports and logistics.
Optimize expenses while maintaining quality.
- Compliance and Documentation:
Ensure compliance with import regulations and trade laws.
Manage import documentation and record-keeping.
- Supplier Performance Evaluation:
Monitor supplier quality, delivery times, and reliability.
Implement corrective actions when necessary.

SKILLS

DEMAND FORECASTING MS EXCEL
CRITICAL THINKING TIME MANAGEMENT
BASIC INVENTORY MANAGEMENT PROCUREMENT
FLEXIBLE AND ADAPTABLE

ORGANIZATIONS

Imperial Furnisher (No.1 Collection) 02/2018 - Present
Import | Supply Chain Manager | Senior Accountant | Payroll Officer | Inventory Officer

Aamir Associates 01/2017 - 06/2017
Assistant Auditor

Zamzam Traders 02/2016 - 09/2016
Sales Executive

CERTIFICATES

Matriculation Certificate
Intermediate Certificate
M.S Office Certificate From The Learning Institute
Graphic Designing Certificate From The Learning Institute

INTERESTS

Supply Chain Networking Process Improvements
Technology and Innovations International Affairs

- Demand Forecasting:

Collaborate with sales and production teams to forecast demand. Adjust procurement plans accordingly.

KARACHI

- Continuous Improvement:

Identify areas for process optimization and efficiency. Implement best practices in supply chain management.

- Communication and Coordination:

Work closely with cross-functional teams (sales, finance, production)
Communicate effectively with international vendors.

Senior Accountant | Payroll Officer

Imperial Furnisher (No.1 Collection)

02/2018–03/2020

- Financial Reporting and Analysis:

Prepare accurate monthly financial statements.

Analyze financial data to identify trends and variances

- Payroll Processing:

Calculate and process payroll accurately and on time.

Handle tax filings and ensure compliance with labor laws

- Budgeting and Forecasting:

Assist in the preparation of budgets and financial forecasts.

Monitor budget variances and report significant issues to management

- Audit Coordination:

Coordinate with external auditors during audits.

Prepare necessary documentation and support for audit purposes