

Towqeer Ahmed Khan

Son of Tafseer Muhammad Khan

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ACADEMIC

BACHELOR OF BUSINESS ADMINISTRATION ODL - Continue (BBA 2.5)

Allama Iqbal Open University Islamabad

BACHELOR OF COMMERCE (B.Com)

Jinnah Islamia College of Commerce Rawalpindi (University of the Punjab Lahore)

INTERMEDIATE

Federal Board of Intermediate & Secondary Education Islamabad (FBISE)

MATRIC

F.G Technical High School, Tariqabad, Lalkurti, Rawalpindi Cant (FBISE)

EXPERIENCE

Worked as a **Coordination Executive** at **ABZUL AZIZ SAVUL & CO (PVT) LTD** Shipping and Logistics Co. in Islamabad from March 2023 to May 2024.

Worked as an **Operation Executive** at **SABA ENTERPRISES** Custom Clearing Agency in Rawalpindi from May 2021 to Dec 2022.

Worked as a **Relationship Officer** at **FAYSAL BANK** in Rawalpindi from April 2019 to Dec 2019.

Worked as a **Recovery Officer** at **CORPORATE DEBT COLLECTION & SERVICES** Bank Loan Recovery Agency in Rawalpindi from May 2018 to April 2019.

Worked as a **Business Development Officer** at **MEEZAN BANK** in Rawalpindi from 28 April 2017 to April 2018.

Worked as a **Teller** at the **AUSTRALIAN EDUCATION OFFICE** IELTS Official Test Center in Islamabad from Jan 2016 to May 2016.

ACHIEVEMENTS

Certification of NBDP National Business Development Program on Tax Management & E-Filing, SME,s Training Session participated in December 2019.

Certification of Meezan Bank & Faysal Bank on banking sales & orientation training, held in Nov 2017 & May 2019.

Participation in Speech Competition, Secured 3rd position during bachelor program demonstrating strong academic commitment and performance in 2012.

KEY SKILLS

- ❖ Proficiency in Microsoft Office including Word, Excel, and Email Outlook, with 60 wpm speed in Urdu English Arabic.
- ❖ Strong network in Business Development, and Communication Skills for focus on client engagement.
- ❖ To ensure timely and efficient clearance of goods through customs department at International Airports and Custom Dry Ports.
- ❖ Good understanding of SROs, PCT, and HS Codes for clearance processes, with proficiency in appraisal using historical data and customs valuation rulings.
- ❖ Strong network with transportation companies in nationwide and member of professional customs and freight associations in nationwide.
- ❖ Speciality in return and replacement shipments, From NOC approval to the IB release process.
- ❖ Skilled in handling Goods Declaration, Consignment Billing, and Managing all requisite documentation for the clearance of shipments.
- ❖ Proficiency in the company registration process and legal requirements for sales tax and income tax return filing.

LANGUAGES

- ❖ URDU (Listening, Reading, Writing, Speaking)
- ❖ ENGLISH (Listening, Reading, Writing, Speaking)
- ❖ PUNJABI (Listening, Speaking)
- ❖ ARABIC (Reading, Writing)

PERSONAL

CNIC	37405-9755205-9
DOB	03-02-1992
DOMICILE	Rawalpindi, Punjab, Pakistan
PERMANANT ADDRESS	H No 1946 AB Indus Road No 3 Tariqabad Lalkurti Rawalpindi Cant

REFERENCE

Reference from trusted professionals is available upon request.