



# MUHAMMAD KASHIF NAEEM

Director of Sourcing & International Logistics Management

## SUMMARY

With over 12 years of experience in the promotional products and food & beverage services industry, I am currently the Sourcing Director at RP & Associates, a leading provider of innovative and sustainable packaging solutions for various markets. In this role, I lead the sourcing team from different origins to customers worldwide, managing the supply chain, logistics, and inventory of promotional products and catering and beverage programs.

My mission is to help my team to connect growers and consumers through creative and eco-friendly solutions that enhance the sales and brand awareness of our clients. I have worked in diverse regions, such as Asia and North America, and have gained extensive knowledge and insights into the market dynamics, customer needs, and industry trends of each market. Some of my core competencies include New Products Development, Hospitality management, customer service management, Supply Chain Management, Logistics & Freight Management.

## EXPERIENCE

### Director of Sourcing & International Logistics Management-Off Site RP & Associates California USA / March 2019 – Sep-2023

- Correspondence with factories for Production in China, Turkey, India & Pakistan
- Continuous focus on improvement of all verification processes of all new factories start producing products for us.
- Review the various Sourcing processes and procedures to ensure all controls are met whilst having a smooth and on time product delivery to warehouse.
- Manage any Verification complaints and associated with the factories for developing new products, Molds, Technical drawings, preproduction samples etc.
- Open a PO for each product to keep track of production to final ETA at warehouse in California.
- Make sure shipments are properly coordinated from origin to final destination and reminders are sent to warehouse for the upcoming inventory.
- PREPARING INVENTORY REPORTS FOR MANAGEMENT REVIEW.
- Keep updated on weekly basis Inventory Management.
- Managing Shipping Services from China to USA with involves Compliance assurance related to filing AMS, IFS, BL, Telex Release, DO etc.
- Responsible for issuing PO's in SF, getting PI's, on time production, Qima Inspection, Container availability, freight rates, Custom documentation submission, warehouse appointment etc.
- Ensure that all relevant data is entered into required Salesforce.
- Auditing monthly invoices in accordance with SOW and Master Service Agreement with factories.
- Keep track of each container from loading to empty container sent back to the shipping line.
- Expert in Zoominfo data analytics and finding the right contacts.

## CONTACT

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## SOCIAL MEDIA



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## SKILLS

### Top Skills

- Logistics Management
- Food Service
- Sales Management
- New Business Development
- Order Management
- Problem Solving
- Procurement
- Workload Prioritization
- Interpersonal Skills
- Demand Planning
- Supply Chain Operations
- Strategy Implementation
- Supply Chain Operations
- Operational Efficiency
- Negotiation
- Demand Planning
- Analytical Skills
- Order Processing
- Email Marketing
- Data Scrapping

## Order Management **FINANCE MANAGER**

### **World Auto Export & Shipping LLC / Oct 2015 – Feb 2019**

- Correspondence with Clients & Suppliers for pending payments, negotiation and abridge the process to senior management effectively.
- Managing Shipping Services from USA to UAE with involves Compliance assurance related to BL, Telex Release, DO etc.
- Continuous focus on improvement of all verification processes including emails, contacts, communication guidelines to the customers (internal and external), reviewing texts on the sites, customer journeys, etc.
- Review the various WAC processes and procedures to ensure all controls are met whilst having a smooth customer experience.
- Manage any Verification complaints and associated resolution and reporting procedures.
- Open a job file for each shipment coordinate ETA with the shipping line, coordinate properly to agents and forwarders and ensure accurate information.
- Make sure shipments are properly coordinated from origin to final destination and reminders are sent to client for their information.
- PREPARING FINANCIAL STATEMENTS / REPORTS FOR MANAGEMENT REVIEW
- Keep updated on weekly basis Inventory / Payables Management
- Responsible for PAYROLL, Commission, Bonus, Online Purchasing, Purchases request approval etc. for Online buying team.
- Ensure that all relevant data is entered into required ERP system.
- Auditing monthly invoices in accordance with SOW and Master Service Agreement with Clients.

## **HEAD FINANCE & ADMINISTRATION SOUTH REGION**

### **Komkonsult (Pvt.) Ltd, Karachi, Pakistan / Nov 2009 – Aug 2015**

- Management Revenue Collection System - Responsible for daily basis updated
- Financial Reports of branch in south, forwarding to H.O.
- Receivables – Responsible for daily updated & weekly reconciled Dealer's
- Receivables Report for south region.
- Payables - Responsible for Vendor's Payment, also reconciled Ledgers at south region
- level.
- Checking & Verifying Bank Reconciliations & handling Banking matters.
- Checking & Verifying Weekly & Monthly Audit reports of Mobile Phones, Parts, Accessories, Gear Products, NCP Cards etc. and movement of stock within the region and countrywide from Logistics Point of view.
- Checking & Verifying Weekly & Monthly Audit reports of Pending Invoices of Non-Warranty devices.
- Verifying Monthly Audit Report of Un-delivered devices to customers.

## **EDUCATION**

### **2020 to Continue**

#### **Bachelors in Law, LLB Criminal & Taxation in Criminal Law**

Bahauddin Zakariya  
University

### **2019**

#### **Masters in Commerce, M. Com Finance**

#### **Finance, Accounting & Finance, Banking & Finance**

Hailey college of  
commerce University of  
the Punjab Lahore

### **2009**

#### **Masters in Commerce**

Bahauddin Zakariya  
University

**Administration:**

- Supervision of overall Administration in south region.
- Procurement.
- Preparation of Payroll.
- Attendance Record Management.
- Telecommunications Management, Fuel Consumption.
- Conference Planning and Travel.
- Energy Consumption.
- Printing & Reproduction.
- Information & data processing, mail, materials scheduling and distribution. Parking & Security.

**FINANCE EXECUTIVE**

***Alpha Systems (Pvt.) Ltd. / Oct 2007 – Sept 2009***

**Admin:**

- Admin responsibilities were approx. same as are in Komkonsultant (Pvt.) Ltd.

**Finance:**

- **Banking & Finance:** Preparation of funds flow statement, bank reconciliation, vendor's payment, supervision of cash, verification of sales report.
- **Receivables:** Preparation of daily receivables report, reconciling with dealers and corporate sector, ensuring that accounts are maintained regularly, checking timely and accurate invoices are maintained in branches, maintaining all supporting documents of adjusting receivable ledger like rebates and adjustments.
- **Payables:** Preparation of daily accounts payable report, checking and verifying bills payable and ensuring timely payment.
- **Inventory:** Stock movement nation-wide & reconciling, monitoring and controlling of stock, reporting to senior authorities regarding stock availability and demand.

**SOFTWARE SKILLS**

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**Sales Force****Finally Logistics Management****Zoominfo****ERP ORACLE****TALLY****QUICK BOOKS****PEACH TREE****MS OFFICE****REFERENCE**

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**Reference will be furnished upon request.**