

## Import Manager

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Company: Tecno Instruments (Pvt) Ltd.

Location: Gujranwala Division

Category: other-general

Import Manager Tecno Instruments (Pvt) Ltd., Pakistan 01 To prepare Import Documentation (M-Bond, Regular & LC) (I-Form) and customer filling.02 To handle all M-bond matters, cargo Agents, Dry port & reply email.03 To provide import shipping documents to bank for clearance of their record.04 To maintain proper record of bonded material including inbond, issued for production, consumed, exported and balance stock in Store.05 To deal with bank related to payment.06 To prepare monthly M-bond return and submitted to bond section of Sambrial Dry port.07 Monthly stock taking of bonded material and reconcile with stock ledger/Register.08 To prepare B.Material record for external audit and responsible for audit clearance.09 To prepare all reports in specific format provided by FBR at any time during the year.Job SpecificationImport Documentation Knowledge Computer Operating Skills.Interested candidates are welcome to apply now.

#J-18808-Ljbffr

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