

MOHAMMED ERFAN

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License: Qatar Manual Driving License

PROFESSIONAL SUMMARY

Innovative and active professional seeking a responsible management position where skills, knowledge, and experience in logistics and inventory control can contribute to company growth. Proven track record in storekeeping, logistics coordination, and customer service across the UAE, Kuwait, and India.

CORE SKILLS

- **Logistics & Supply Chain:** Inventory Management, Resource Allocation, Supply Chain Coordination, Procurement.
 - **Systems:** SAP, Infor Global (WMS), MS Office Suite (Excel, Word, Outlook), Tally, Windows.
 - **Operations:** Data Management, Record Keeping, Shipping & Logistics Documentation, Time Management.
 - **Interpersonal:** Client Relationship Management, Multilingual Communication, Adaptability & Fast Learning.
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PROFESSIONAL EXPERIENCE

PROCUREMENT OFFICER | Dalex Trading Electrical & Lighting (Doha, Qatar)

November 2025 – Present

- **Supplier Management:** Identifying, evaluating, and onboarding vendors to ensure high-quality, reliable supply chains.
- **Strategic Sourcing:** Developing purchasing strategies to reduce costs and improve supplier performance.
- **Negotiation:** Securing favorable terms, pricing, and delivery schedules for goods and services.
- **Inventory & Logistics:** Coordinating with logistics teams to manage inventory levels and ensure timely delivery.
- **Compliance:** Ensuring all purchases adhere to company policies, ethical standards, and legal regulations.

STOREKEEPER | Bright Hardware Electrical Plumbing & Tools (Kerala, India)

February 2025 – November 2025

- Maintain accurate inventory records including receipts, withdrawals, and stock counts.
- Unload, inspect, and organize incoming materials and tools by category.
- Issue materials to departments based on approved requisitions.
- Update computer databases for inventory control and ensure safety compliance.
- Liaise with project managers and procurement teams to ensure supply availability.

LOGISTIC COORDINATOR | Noatum Logistics (Abu-Dhabi, UAE)

February 2022 – December 2024

- Managed transportation dispatching, appointments, and internal/external documentation.
- Processed invoices and delivery orders through SAP ERP system.
- Prepared import/export documentation for air, sea, and land shipments.
- Communicated daily with forwarders, custom brokers, and warehouses regarding orders.
- Executed order requests via phone, email, and internet sales.

CUSTOMER SERVICE REPRESENTATIVE | Micco Logistics (Abu-Dhabi, UAE)

February 2020 – February 2022

- Prepared and scheduled outbound and inbound shipments.
- Generated quotes, invoices, and delivery orders using SAP and WMS.
- Maintained tracking sheets in Excel to monitor confirmed sales orders.
- Managed digital filing by scanning and uploading shipping documentation.

CASHIER AND SALESMAN | 123 Hyper Markets (Kuwait)

October 2016 – November 2019

- Operated POS systems and processed transactions via cash and credit.
- Assisted customers with product selection and verified pricing.
- Maintained sales floor organization and restocked inventory.

EDUCATION

- **Bachelor of Business Administration** | Alagappa University (2014)
- **Catering & Restaurant Management** | Kerala State Board (2011)
- **12th Commerce** | Kerala State Board (2011)
- **S.S.L.C** | Kerala State Board (2009)

PERSONAL DETAILS

- **Languages:** English, Hindi, Arabic, Malayalam, Tamil
 - **Nationality:** Indian
 - **Marital Status:** Married
 - **Visa Status:** Valid
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