

# Moez Elwafi



## Personal details

- Moez Elwafi
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- +97477650532
- November 15, 1985

## Software Skills

- MS Office ●●●●●
- ERP software ●●●●●
- SAP ●●●●●

## Languages

- English ●●●●●
- Arabic ●●●●●
- French ●●●●●

## Profile

A highly competent, and motivated, with experience working as part of a team in a busy office environment. Well-organized and proactive in providing timely, efficient, and able to establish good working relationships with a range of different people.

## Employment

- Assistant buyer and commercial seller product cosmetique** Aug 2023 - Present  
Emtiez Company, Doha, Qatar
  - Promote sales cosmetic products.
  - Negotiate price with customers and prepare orders.
- Sales coordinatoor** Sep 2022 - Mar 2023  
Store LG city center mall, Doha, Qatar
  - Negotiate price.
  - Giving sales presentations to a range of prospective clients.
  - Preparing and submitting orders.
- Assistant Warehouse** Feb 2022 - Aug 2022  
Monoprix, Tunisia
  - Display items on shelves.
  - Check items expery.
  - Refuse and acceptance of damaged or incorrect items.
  - Notify supervisor of law stock level.
- Procurement buyer** Oct 2018 - Feb 2022  
PERENCO OIL GAZ, Tunisia
  - Negotiating prices to obtain the best price for products or services.
  - Researching market trends to determine the best time to purchase items.
  - Monitoring inventory levels of supplies and ordering stock as needed.
  - Developing a purchasing plan based on the company's strategic goals.
  - Coordinating with the legal department to draft contracts with suppliers.
- Procurement Buyer** Sep 2014 - Aug 2018  
PETROFAC ENERGY, Tunisia
  - Negotiating prices to obtain the best price for products or services.
  - Researching market trends to determine the best time to purchase items.
  - Support the purchasing function and other relevant departments and communicate any supply problems which may impact on business operations.
  - Monitoring inventory levels of supplies and ordering stock as needed.
  - Developing a purchasing plan based on the company's strategic goals.
- Sales coordinatoor** Jan 2013 - Jan 2014  
LG Company, Tunisia
  - Negotiating all contracts with prospective clients.
  - Helping determine pricing schedules for quotes and negotiations.
  - Giving sales presentations to a range of prospective clients.
  - Coordinating sales efforts with marketing programs.
  - Obtaining deposits and balance of payment from clients.
  - Preparing and submitting sales contracts for orders.
  - Answering client questions about credit terms, products, and prices.

## Quality technician

Jan 2012 - Dec 2013

Athir Company, Tunisia

- Developing and maintaining company inspection reports.
- Inspecting goods or products according to quality and safety standards.
- Ensuring test equipment is calibrated and working correctly.
- Collating test data and drafting quality reports.
- Identifying possible areas for improvement in quality control processes.
- Ensuring production is not hindered by quality testing procedures.

## Education

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Bachelor in communication management

2009 - 2012

ISET.COM, Tunisia

## Certificates

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Strees management and communication skills certificate

Supplier relationship certificate

## Internships

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Bank teller Intern

2012

STB Tunisian Bank, Tunisia

Bank teller Intern

2010

Amen Bank, Tunisia

## Skills

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- Stress Management, Teamwork and collaboration skills.
- Organizational skills and have a sense of responsibility.
- Good communication, negotiation, interpersonal and influencing skills.
- Demonstrable ability to lead and manage staff.
- Excellent analytical, problem solving and organisational skills.
- Experience drafting reports and collating data.
- Ability to analyze and interpret technical information.