







SUFIAN ANWAR

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-  sufiananwar15@gmail.com
-  Al Matar Al Qadeem, Doha, Qatar
-  QID & NOC: Available - (Freelance Visa)

PERSONAL PROFILE

Experienced and detail-oriented professional seeking a dynamic position in Import/Export Management, Procurement, Logistics, Freight Forwarding, Customs Clearance, Warehouse, and Accounting. Bringing strong expertise in supply chain operations, international trade, vendor management, purchasing strategies, & financial reporting to support business efficiency, cost control, and sales growth in a competitive environment.

EDUCATION

Masters in Commerce / Business Administration (Final Semester)

Allama Iqbal Open University, Pakistan
Jun 2023 – Present

Bachelor in Commerce / Business Administration

University of the Punjab, Pakistan
Oct 2013 – Aug 2015

Intermediate in Pre-Engineering (F.S.C)

BISE, Pakistan | Nov 2011 – Sep 2013

Matriculation – Science

Federal Board of Intermediate & Secondary Education, Pakistan
Jun 2010 – Oct 2011

LANGUAGES

- English
- Urdu
- Arabic

WORK EXPERIENCE (1)

Procurement Officer and Accountant

Chocolates and Cafe Company - Doha - Qatar, Oct 2025 - Jan 2026

- Handled procurement of Chocolates, Milk, Powder, Almonds, Boxes, etc.
- Handled supplier contracts, pricing, quality, delivery terms, cost savings.
- Managed goods inventory with **LIFO and FIFO** for accurate stocks level.
- Maintained safety, optimized space, stock movements, stock audits.
- Handled cash transactions and maintained daily sales records.
- Maintained employees attendance reports and salaries payment by **WPS**.
- Monitored cash inflows & outflows to maintain financial records.
- Maintained accurate general ledger entries & journal vouchers.
- Managed accounts payable & receivable for accurate payment process.
- Managed Petty Cash & Reconciled bank statements to resolve errors.
- Prepared Financial reports, calculated budgeting & made costing report.
- Expert in using MS Office, Vlookup, Hlookup, Aconex, ERP, PHP, Tally.

WORK EXPERIENCE (2)

Procurement / Logistics / Inventory Officer

AIRais Trading EST - (Generalco) - Doha - Qatar, July 2025 – Sep 2025

- Knowledge of procurement of Home Appliances like Refrigerators, Freezers, Oven, Commercial Cookers, Ice Makers, Split AC, Window AC, Floor Standing AC, Air Coolers, Vacuum Cleaners, & Small appliances.
- Handling Supplier contracts, pricing, quality, delivery terms, cost savings.
- Handling PO's, LC opening, Freight Forwarding, Shipping Documentation, Customs Clearance of shipments and Inventory matters of shipments.
- Communication with domestic & international suppliers, vendors & customers to maintain business relations & secure competitive pricing, contracts, cost saving, supply chain efficiency & timely delivery.
- Prepared documents under INCOTERMS like Letter of Credit, D/P, A/P, D/A, & under Shipping terms FOB, C&F, CIF.
- Evaluated suppliers and vendors performance and improvements.
- Maintained accurate procurement records & audit ready documentation.
- Prepared Invoice, Packing list, Certificate of origin, FTA, Bill of lading (By sea), Airway bill, MSDS of DG & Non-DG, Vessels & Ministry documents.
- Choose Freight forwarders, shipping lines, airlines, to move cargo/vessels.
- Arranged customs clearance, check customs Tariff, HS Codes, duty & taxes, compliance.
- Managed material & goods inventory to ensure accurate stocks level.
- Maintained safety, optimized space, stock movements, stock audits.
- Analyzed materials consumption & reduced wastage of materials during production of goods.

WORK EXPERIENCE (3)

Procurement - Logistics - Freight Forwarding - Custom Clearance - Warehouse Manager

Craftsman (Pvt) Limited,

August 2017 – June 2025

- **Managed procurement of Materials & Machines for Oil & Gas, Construction, Sports goods, Leather goods, Fabrics, Food items.**
- Communication with domestic & international suppliers, vendors & customers of China, Taiwan, South Korea, Thailand, Germany, UK & USA to maintain business relations & secure competitive pricing, contracts, cost saving, supply chain efficiency & timely delivery.
- Prepared day-to-day requisitions to place orders via procurement system ensuring SLA compliance.
- Generated RFQs from approved suppliers and performed cost/value analysis of quotations.
- Raised Purchase orders after RFQ approval and track deliveries via warehouses and freight forwarders until on-board delivery.
- Monitored complete Purchase requisition / PO / GRN / Invoice lifecycle and assist accounting with disputed invoices.
- Prepared documents under INCOTERMS like Letter of Credit, D/P, A/P, D/A, & under Shipping terms FOB, C&F, CIF.
- Evaluated suppliers and vendors performance and improvements.
- Ensure goods / services comply with international maritime regulations.
- Prepared RFIs / ITBs / RFPs, contracts & department procurement manuals.
- Prepared standardized purchasing performance reports and KPIs.
- Maintained accurate procurement records & audit ready documentation.
- Prepared Invoice, Packing list, Certificate of origin, FTA, Bill of lading (By sea), Airway bill, MSDS of DG & Non-DG, Vessels & Ministry documents.
- Managed procurement for Oil & Gas, Construction, Sports goods, Leather goods, Fabrics, Food items, Machines, Racks, Compressor, Spare parts, drill, Generator, pumps, fittings, Sand, tiles, irons, etc.
- Choose Freight forwarders, shipping lines, airlines, to move cargo/vessels.
- Arranged customs clearance, check customs Tariff, HS Codes, duty & taxes, compliance.
- Arranged customs Audits & drafting letters.
- Managed material & goods inventory to ensure accurate stocks level.
- Maintained safety, optimized space, stock movements, stock audits.
- Analyzed materials consumption & reduced wastage of materials during production of goods.

WORK EXPERIENCE (4)

Accountant & Cashier - (Part-Time)

Raq Industries (Pvt) Ltd,

June 2020 – April 2025

- Handled cash transactions and maintained daily sales records with customer service.
- Monitored cash inflows & outflows to maintain financial records.
- Maintained accurate general ledger entries & journal vouchers.
- Managed accounts payable and receivable to ensure timely and accurate processing of invoices and payments.
- Reconciled bank statements to resolve any discrepancy.
- Prepared monthly, quarterly, and annual financial reports for management and audit reviews.
- Assisted in budgeting, forecasting, & variance analysis to support planning.

WORK EXPERIENCE (5)

Assistant Import & Export Manager – Procurement & Sales

Leather Force (Pvt) Ltd,

September 2015 – July 2017

- Expertise in procurement and sales operations, including sourcing, pricing and order fulfillment.
- Maintained direct communication with suppliers and customers to ensure timely procurement.
- Issued purchase orders, controlled shipping documents using Dropbox, Google Drive, Slack, Google Sheets, etc.
- Scheduled pickups with freight forwarders, tracked shipments and coordinated delivery timelines.
- Compared freight quotes among multiple logistics to finalize economical solutions.
- Prepared import and export documentation including Invoice, packing list, BL, AWB, MBL, COO, etc.
- Worked with banks, insurance companies and customs agents to handle complex logistics processes.
- Analyzed customs laws, tariff, HS codes & import duty/taxes to minimize risk & ensure full compliance.

CERTIFICATIONS

- **Microsoft Excel** – Proficient in data analysis, spreadsheet management, and reporting.
- **Microsoft Word** – Skilled in document formatting, editing, and professional documentation.
- **Microsoft Power Point** – Experienced in creating impactful business presentations.
- **Computer Hardware & Software** – Strong technical knowledge of PC maintenance and softwares.
- **Import & Export Management** – Trained in global trade operations, documentation and regulations.
- **Coreldraw for Designing** – Capable of creating professional graphics and visual content.
- **Digital Marketing** – Trained in online branding, social media marketing, and SEO fundamentals.

SKILLS

- Supply Chain Management (SCM).
- Procurement & Vendor Negotiation.
- Import and Export Documentation.
- Inventory & Warehouse Management (on PHP, ERP, SAP).
- Logistics Coordination & Freight Forwarding (By Air & By Sea).
- Cost Control & Budgeting.
- Customs Clearance, Regulations & Compliance.
- ERP & Accounting Software (e.g., SAP, QuickBooks).
- Source, negotiate & purchase goods at competitive price.
- Research market & identify cost-saving opportunities.
- Supplier & customers long-term relationships (CRM).

REFERENCE

- Will be provided on demand.