

MUHAMMED SHAFI

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Experienced logistics coordinator and Inventory controller with expertise in coordinating transportation, managing inventory, and optimizing supply chain process, Diligent HR Coordinator and Accountant adept at handling various tasks. Proficient in tracking Shipment, timely delivery of goods. Skilled in maintaining HR Records, Confidentiality, Financial Reporting and ensuring compliance with company policies and procedures.

WORK EXPERIENCE

WANDA Pvt.ltd – Doha, Qatar

WANDA is a premier retail company specializing in high-end cosmetics and Haircare products tailored for a discerning Clients. Since our establishment in 2018, we have been dedicated to providing high-quality, innovative haircare solutions that help our customers achieve their best hair. Our product lineup includes everything from everyday essentials to advanced treatments, sourced from both renowned and emerging brands.

Inventory Supervisor & HR Coordinator

October 2022 – to Present

- Maintain and update inventory management software and systems.
- Process purchase orders and manage supplier relationships.
- Keeping track of inventory levels, conducting regular inventory counts, and updating inventory management systems to reflect accurate stock levels.
- Prepare regular reports on sales, inventory, and employee performance.
- Maintaining accurate records of inventory movements, Stock in & out, and receipts, and completing necessary paperwork for audits and compliance.
- Communicate with upper management regarding store operations and challenges.
- Ensure the store is clean, organized, and visually appealing.
- Serve as a point of contact for employee concerns and grievances.
- Provide guidance to managers on performance issues and employee development.
- Ensure compliance with labor laws and regulations. (Qatar Labour Law, ADSLA)
- Maintain employee records and HR databases.
- Manage HR-related documentation and ensure data privacy compliance.

Accountant & Administration

June 2019 – September 2022

- Preparing and uploading journal entries for monthly actual and received grants for company related income & expenses.
- Preparing reports (Sales Report, Monthly Report, Employees Work Performance Report, etc...).
- Verifying all bills before process and providing recommendations.
- Provides secretarial support by entering, formatting, and printing information.
- Handling company Sales cash & Petty Cash.
- Maintains employee confidence and protect operation by keeping human resource information confidential.
- Maintain digital and electronic records of employees.
- Managing booking of Travels & Hotels(quarantine) for our company employee's.

PROCONNECT SUPPLY CHAIN SOLUTIONS LTD - Cochin, India

PROCONNECT is leading Logistic Company and a part Redington Group, they provide end-to-end supply chain solutions to over 160 leading brands across Industry verticals. It also offers warehousing and supply chain solutions. They have over 172 warehouses across India.

Logistics Coordinator

June 2017-April 2019

- Manages Warehouse inventory and maintain database.
- Coordinates and schedules the movement of products with Delivery Service Team (Blue Dart, Aramex, FedEx).
- Preparing Documents for Delivering the Goods.
- Interstate Delivery.
- Directs forklift drivers to store goods in identified areas.
- Performs other related duties if needed.
- Update and maintain Logistics Management System.
- Providing Follow-up customer satisfaction with clients as needed

AIWA SHIPPING – Cochin, India

Logistics Sales Representative (Internship)

Nov 2016-April 2017

- Dealing with existing customers and suppliers.
- Provide shipment information to customers.
- Assist in tracking shipments and providing alternative information.
- Provide transportation information and manage billing information.
- Manage quality control by ensuring that all shipped orders are in working condition.

- Update and maintain Logistics Management System.

SKILLS

- Xero Accounting, Short Cut, JBA, QuickBooks.
- Certified Purchasing Professional and Logistics and Supply Chain Management.
- Willingness to adjust to new challenges and changing environments.
- Accounting Knowledge.
- Ability to prioritize tasks and manage time efficiently.
- Clear and effective communication with employees and management.

EDUCATION

- Certified Purchasing Professional
Icon Training Centre – Doha, Qatar - 2024
- Master's in Business Administration. (Operation & Logistics Management)
Albedo School of Business Management – 2019
- Bachelor of Business Administration (Logistics & SCM)
SCMHUB Cochin - Bharathiar University– 2017
- Higher Secondary – Commerce
Board of Higher Secondary, Kerala, 2014
- SSLC
Board of Education, Kerala, 2012

AREAS OF EXPERTISE

ACCOUNTS & HUMAN RESOURCE

- Xero Accounting
- QuickBooks
- Payroll
- P&L Calculation
- Maintaining employee files
- Confidentiality
- Invoicing & Expenses
- Preparing Letters
- Filing & Document Control
- MS Office

LOGISTICS

- * ShortCut (Software)
- * Commercial Geography
- * JBA (Software)
- * Inco Terms
- * E-Way Bills
- * Shipping Bill

LANGUAGE

English, Hindi, Malayalam, Tamil

PERSONAL PROFILE

- ❖ Nationality: Indian
- ❖ Date of Birth: 11 May 1997
- ❖ Gender: Male
- ❖ Religion: Islam
- ❖ Marital status: Married
- ❖ License: Valid Qatar and Indian Driving License

I hereby certify that the above given information's are true and correct to the best of my knowledge and believe.

Muhammed Shafi AV