

SHANFER RAFIQUE

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➤ PROFESSIONAL OBJECTIVE

Dynamic and versatile professional with over 7+ years of experience in supply chain, logistics, and administration. Adept at managing end-to-end logistics operations, handling administrative duties, and overseeing office management tasks. Proven ability to streamline processes, improve efficiency, and contribute to the overall success of the organization. Now seeking to leverage skills and experience in a challenging new role within supply chain management, logistics, or office administration.

➤ CORE COMPETENCIES

- Supply Chain & Logistics Coordination
- Container Clearance & Documentation
- Customs & Container Clearance
- Administrative & Office Management
- Invoice Entry & Accounts Reconciliation
- Vendor & Stakeholder Management
- Procurement & Inventory Control
- Strong Communication & Negotiation
- ERP & Inventory Management Systems
- Time Management & Organization
- Process Improvement & Problem Solving
- Sales Management
- Proficiency in ERP software (E.g. Zoho One, Oracle)

➤ PROFESSIONAL EXPERIENCE

HMK GENERAL TRADING, LLC

APRIL 2021 - PRESENT (3 year 4months)

HMK company is specialized in sports, fitness, and Leisure Goods Distribution. It is working with a number of quality manufacturers and brands with an extensive sales network in Gulf and African regions.

Designation: Supply Chain, Logistics, & Office Administrator



- **Supply Chain & Logistics:**
Managed procurement, vendor relations, inventory control, and shipment tracking. Coordinated customs clearance, ensuring timely and compliant shipping. Improved supply chain efficiency by optimizing workflows, reducing lead times, and cutting costs.
- **Administrative & Office Management:**
Handled daily administrative tasks, scheduled meetings, and managed office supplies. Supported senior management with reports and decision-making while ensuring smooth communication across departments.
- **Invoice Processing & Financial Duties:**
Processed invoices and purchase orders, ensuring accuracy and timely supplier payments. Assisted in expense tracking, vendor payments, and financial reconciliation to maintain budget compliance.

- **Procurement & Inventory Management:**

Monitored inventory levels and handled timely replenishment of goods. Negotiated with suppliers, managed contracts, and resolved delivery issues to enhance cost efficiency.

- **Process Improvement & Problem Solving:**

Streamlined logistics and administrative processes to improve efficiency. Collaborated with internal and external stakeholders to address and resolve logistical challenges.

ABDUL WAHAB GALADARI TRADING. CO. LLC

MAY - JULY 2020(3months)



Designation: Indoor salesman - wholesale

- Sourcing new sales opportunities through inbound leads, follow-up, and outbound cold calls and emails.
- Understanding customer needs and requirements.
- Routing qualified opportunities to the appropriate sales executives for further development and closure.
- Invoice entry and give instruction accordingly to warehouse department.

CALIFORCA TRADING LLC

AUGUST - DECEMBER 2019 (4months)



Designation: Sales Executive cum merchandiser

- Building up and maintaining product displays
- Deciding how goods should be displayed to maximize customer interest and sales
- Maintaining products on store racks, shelves and displays
- Rotating products from the back stock to shelf and displays locations
- Negotiating prices, quantities and delivery times-scale with suppliers
- Removing any dented, dirty, damaged, or out of code products from display
- Accurately stocking and rotating products onto shelves from backroom inventories
- Carrying out market research on how well displayed products are selling
- Travelling to multiple store locations

MH ENTERPRISE LLC

DECEMBER 2016 – APRIL 2019 (2 Yr. 5 months)

Supply of Fine quality foods to Hotel Industry, Chain of Restaurants, Airline and channeling Industry. Forty Decade in UAE Market.



Designation: sales Executive

NOVEMBER 2017 - APRIL 2019 (1 year 7 months)

- To respond quickly and efficiently to all in-coming sales enquiries, by telephone, fax and email, preparing brochures as required.
- Comparing quotations received from suppliers and negotiation with them upon the market and end customers.
- Coordinating with Logistics dept. for receiving goods on priority basis and delivering goods to end customers.
- Assisting in implementing the sales strategy as set by the Sales management.

Designation: sales Co-Ordinator

JANUARY 2017 - NOVEMBER 2017 (11months)

- Reviewed and verified orders against contracts and quotations.
- Generated and recorded invoices for accounting purposes.
- Managed administrative tasks, including daily correspondence and transaction processing.
- Followed up on customer inquiries, offers, and maintained client data and pricing in the software.
- Reported sales returns and ensured customer satisfaction with products and services.
- Created sales performance reports and tracked inventory status, including out-of-stock items.
- Generate sales under delivery report, out of stock items.

The EQUATE Group is a global producer of petrochemicals and the world's second largest producer of Ethylene Glycol (EG). The Group includes EQUATE Petrochemical Company (EQUATE), its subsidiaries and The Kuwait Olefins Company (TKOC).



Designation: Electrical & Maintenance Engineer

KHARAFI NATIONAL is an Operational Investor undertaking investment, design, engineering, procurement, construction, commissioning and facilities management services as well as a leading multi-discipline general contractor and facilities management services provider to the Oil & Gas, Petrochemical, Power, Water, Wastewater Commercial and Industrial sectors in the Middle East and North Africa (MENA).



Designation: Maintenance Electrical Technician

➤ COMMUNICATION SKILLS

Fluent in English / Hindi / Malayalam /Tamil /Arabic (Basic)

➤ ACADEMIC DETAILS

Course	Institution	Year enrolled	Core Subjects
Diploma Course	Gov.Poly technic, Koratty	2002	Electrical engineering
SSLC	Kerala State Board	2001	-

➤ PERSONAL DETAILS

- Date of Birth : January 18, 1985
- Marital Status : Married
- Visa Status : Residence Visa (valid till August 2026)
- Passport Details : As Under
- Passport No : Y1747786
- Driving License : Manual License License No 3909188
- Issuing Office : Dubai
- Reference : Available upon request

DECLARATION

I hereby certify that the above particulars are true and accurate to the best of my knowledge. Assuring you that I would perform & deliver to the best and beyond my ability and will meet all corporate goals keeping in the top of my mind to delight our customers in every possible way.

Best Regards

SHANFER RAFIQUE