



WAQAR YOUNAS

CONTACT

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📍 Muscat, Oman

EDUCATION

2012

Intermediate

Kashmir Public Commerce and Science College

2010

Matriculation Science

Government Boys Degree College Trarkhel A-K,

DIPLOMA

- National Logistic Cell, Mandra Rawalpindi, 2013
- Six-Month Diploma of AutoCAD
- Six-Month Diploma of Drafting
- Six-Month Diploma of Surveyor

LANGUAGES

- English
- Urdu
- Punjabi

REFERENCE

Provide on Demand

PROFILE

Results-driven Purchase and Sales Coordinator with expertise in optimizing processes and facilitating interdepartmental collaboration. Proficient in Focus and other coordination software. Experienced in managing inventory, overseeing purchase orders, maintaining records, and negotiating with vendors. Detail-oriented and motivated, seeking to enhance operational efficiency and contribute to a dynamic team.

WORK EXPERIENCE

- **Purchase and Sales Coordinator** Feb 2016 - Present
Vector Enterprises LLC , Oman
 - Oversee order processing from purchase to delivery.
 - Coordinate with suppliers to ensure timely delivery of goods.
 - Monitor inventory levels and place orders to maintain stock.
 - Manage and track purchase orders and sales orders.
 - Resolve issues related to order discrepancies or delays.
 - Maintain accurate records of purchases, sales, and inventory.
 - Communicate with customers regarding order status and product availability.
 - Analyze sales data to forecast future inventory needs.
 - Negotiate prices and terms with suppliers to optimize cost savings.
 - Prepare and review purchase and sales reports for management.
 - Ensure compliance with company policies and procedures.
 - Collaborate with other departments to support business operations.
 - Address customer complaints and provide solutions as needed.
 - Stay updated on market trends and product developments.

SKILLS

- Accounting Software
- Inventory Management
- Documentation
- Bank Transactions
- Petty Cash Management
- Microsoft Office
- Record-Keeping
- Stock Management
- Document Organization
- Attention to Detail
- MS Office & Windows
- Vendor & Client Relations
- Material Resources Management
- Quality Control
- Leadership & Teamwork
- Decision-Making
- Supply Chain Optimization
- Negotiation
- Inventory Planning
- Data Analysis
- Contract Management
- Cross-Functional Collaboration