

**MOHAMETHU ROSIN AHAMED LEBBE****Sales and Procurement Coordinator /  
Assistant Accountant/ Storekeeper**

Current Address: Doha-Qatar

Phone: +974-33624303

E-mail: [2mrosin95@gmail.com](mailto:2mrosin95@gmail.com)**CAREER  
OBJECTIVE**

Sales & Procurement officer having 4 years of experience, looking for an opportunity to make a successful contribution to my prospective employer by applying my knowledge gained from my previous experience whilst developing and deploying my own skills for the benefit of my work environment and co-workers.

**PROFESSIONAL/  
EDUCATIONAL  
QUALIFICATIONS**

- ✓ **BBA (R)** South Eastern University of Sri Lanka
- ✓ Graduated in **Higher National Diploma in Business Management** awarded by British College of Applied Studies Sri Lanka.
- ✓ Successfully completed **Computer Application Assistant**
- ✓ Passed General Certificate in Education (Advanced Level) in Commerce stream.  
- Subjects: Accounting, Economics & Business Studies

**EXPERIENCE**

**Position: Sales And Procurement Coordinator (Nov, 2022 To March, 2023)**

**Company: AMWAJ Trading Est. – Qatar (06 months)**

**Duties and Responsibilities**

- ✓ Collect customers' orders or RFQ by phone /email.
- ✓ Send the RFQ to supplier to get quotation.
- ✓ Build relationships with vendors, suppliers and strongly negotiate for the best price, quantities, and delivery timescales.
- ✓ Get priced quotations from suppliers and review, analyze and compare against customer requirement; comparison to be submitted to Line Manager to get approval.
- ✓ Prepare sales Quotation in ERP.
- ✓ Send Quotation/RFI and get approval/PO from customer for alternative product or services, terms, condition and any special requirements of products.
- ✓ Prepare purchase order in ERP and send the PO to supplier.
- ✓ Follow-up with supplier to receive the product within timescale.
- ✓ Deliver the product to the customer.
- ✓ Responsible for review, select, and purchase quality products, equipment and services within end-user requested timeline.
- ✓ Liaise with finance department to pay vendors within deadlines.

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>✓ Responsible for maintaining procurement processes and templates including RFI, RFP and RFQ.</li> <li>✓ Adhere to and implement company procurement policies and procedures.</li> <li>✓ Maintaining and updating supplier information such as qualifications, delivery time, product ranges.</li> <li>✓ Manage inventory and maintain accurate purchase and pricing records.</li> </ul> <p><b>Position: Admin cum Accountant (Oct, 2020 to July, 2022)</b></p> <p><b>Company: ZAM ZAM Construction and Suppliers (2 years)</b></p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>✓ Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.</li> <li>✓ Maintain electronic and hard copy filing system.</li> <li>✓ Receive, sort and distribute incoming correspondence.</li> <li>✓ Assist in resolving any administrative problems.</li> <li>✓ Maintaining the petty cash, maintain sales account &amp; record the daily transaction.</li> <li>✓ Prepare &amp; record invoices, Handling employee's data system &amp; preparing payroll.</li> </ul> <p><b>Position: Sales Assistant (Jan, 2019 to July, 2020)</b></p> <p><b>Company: Manama Shopping Center (1.5 years)</b></p>
<b>PERSIONAL AND PROFESSIONAL SKILLS</b>	<ul style="list-style-type: none"> <li>✓ Hard working, team work spirit Highly self-motivated and self - confident</li> <li>✓ Ability to learn from failure, ability to adapt to the change in company culture.</li> <li>✓ Active listener, quick learner &amp; engage in continuing professional development</li> </ul>
<b>COMPUTER LITERACY</b>	<ul style="list-style-type: none"> <li>✓ Microsoft Office packages (MS-Word and MS-Excel&amp; MS- Power Point)</li> <li>✓ SPSS (Statistical Package for the Social Sciences)</li> </ul>
<b>PERSONAL PROFILE</b>	<p>Name In Full: Ahamed Lebbe Mohamethu Rosin</p> <p>Date of Birth: 01<sup>st</sup> January 1995</p> <p>Gender: Male</p> <p>Civil status: Single</p> <p>Passport - No: N7709556</p> <p>Visa Status: Transferable with NOC</p>

***References and Related Documents available upon request***