



SAHAD V A

PURCHASE ASSISTANT & SALES COORDINATOR

CONTACT

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EDUCATION

- SUPPLY CHAIN AND WAREHOUSE MANAGEMENT**
- MAHATMA GANDHI UNIVERSITY**
Bachelor of Commerce
- AUTOMOBILE TECHNOLOGY**
Technical

CERTIFICATION

- MS OFFICE**
Microsoft Certification (Word, Excel, Power Point)
- TALLY PRIME**
GCC VAT Tally Certification

SOFTWARE SKILLS

- Microsoft Office
- ERP
- Adobe Products
- Outlook

CAREER OBJECTIVE

Seeking for a challenging role where I would be given an opportunity to utilize my theoretical and practical skills, sense of responsibility and efficiency to help the organization grow and a long-term objective to be part of Research and Development.

PROFILE AT A GLANCE

Parts Specialist with an accomplished professional experience of 9 years inventory management. I am looking forward for a great opportunity to show my skills in the field of Warehouse management, Warehouse Officer, Procurement Assistant, Parts Incharge, Parts Advisor.

CAREER PROFILE

- Purchase Assistant / Sales Coordinator**
Company Name : Alshaghairi Trading & Contracting
Mar-2023 to Present
- Parts Incharge / Suzuki**
Company Name : Indus Motors PVT LTD (NEXA)
Feb -2018 to Mar-2023
- Parts Incharge / Mitsubishi**
Company name : Naajco Mitsubishi
Sep-2016 to Feb-2018

DUTIES AND RESPONSIBILITIES

- Prepare and process purchase orders, ensuring accuracy in product specifications, pricing, and delivery timelines.
- Communicate with vendors to obtain quotations, negotiate prices, and confirm availability of goods.
- Collaborate with the finance team to verify supplier invoices, ensure timely payments, and reconcile any discrepancies.
- Monitor stock levels and work with warehouse and inventory teams to plan timely replenishments.
- Conduct regular stock checks and perform dead stock analysis to identify slow-moving items.
- Maintain supplier records and inventory systems to ensure accurate procurement and reporting.
- Assist in the implementation and optimization of ERP or inventory management systems to streamline procurement and reporting.

AREA OF EXPERTISE

- Purchase & Procurement Coordination
- Inventory & Warehouse Management
- Spare Parts Handling (Automotive & Industrial)
- Vendor & Supplier Communication
- Sales Coordination & Order Processing
- ERP & Inventory Software (SAP, Tally, etc.)
- Stock Audits & Reconciliation
- Dead Stock Analysis
- Team Management
- Reporting & Documentation
- Customer Service & Follow-up

LANGUAGES

- English (Fluent)
- French (Fluent)
- German (Basics)
- Spanish (Intermediate)

- Prepare customer quotations, invoices, and delivery notes (DNs) for sales orders.
- Coordinate with dispatch/logistics teams to ensure on-time and accurate delivery of customer orders.
- Serve as a point of contact for client inquiries and order tracking, resolving issues quickly and professionally.
- Maintain and update records of sales transactions to support reporting and audits.
- Maintain proper filing systems for procurement contracts, quotations, and delivery documentation to ensure audit readiness.
- Compile monthly reports on purchase, inventory, and sales performance.
- Participate in monthly review meetings with management and internal teams to assess performance and operational improvements.
- Manage the entire spare parts inventory for Suzuki car models, ensuring optimal stock levels and timely availability of fast-moving, slow-moving, and critical parts.
- Process and track parts requisitions from the service department and external customers, maintaining a balance between demand and supply.
- Prepare detailed monthly reports summarizing inventory movement, sales figures, stock consumption, and overall performance for management review.
- Achieve assigned sales targets by promoting high-demand spare parts, maintaining optimal stock levels, and ensuring customer satisfaction through timely service.
- Conduct regular stock taking to verify actual stock against system records, identify discrepancies, and maintain inventory accuracy.
- Maintain accurate stock records through regular inventory audits, bin card updates, and use of ERP systems or inventory software.
- Identify and analyze dead stock, propose clearance strategies, and implement controls to reduce obsolete inventory.
- Coordinate with the procurement team to place replenishment orders and follow up with suppliers or central warehouses for timely deliveries.
- Ensure proper labeling, storage, and organization of parts in the warehouse to facilitate easy identification and quick retrieval.
- Prepare and maintain daily stock reports, parts issuance records, and monthly consumption summaries for management review.
- Handle customer inquiries for spare parts pricing, availability, and order status, ensuring high standards of service and satisfaction.
- Monitor stock aging reports and rotate inventory to prevent expiry or damage.
- Supervise and train support staff in parts handling, inventory practices, and health & safety standards.