

SHAIK MOHAMMAD AQIF

+974 3167 3996 | skmdaqif276@yahoo.com

Doha, Qatar | Indian National

Professional Summary

Procurement & Logistics Officer with over **4-years of experience** across HVAC, duct, and control panel manufacturing industries. Proven expertise in procurement operations, multi-site inventory control, project-based material management, and logistics coordination. Adept at managing vendor relations, optimizing costs, and streamlining material relocation and warehouse processes. Strong leadership in managing cross-functional teams and aligning logistics with business goals.

Core Competencies

- Procurement & Vendor Management
- Inventory Control & Optimization
- Logistics Coordination & Delivery Tracking
- Cost Reduction & Supplier Negotiation
- Warehouse Operations & Process Improvement
- ERP Systems, Excel (Advanced)
- ISO & OSHA Compliance

Professional Experience

Procurement & Logistics Officer

Arabian Air Conditioning Manufacturing Co. L.L.C – Doha, Qatar

Central Airconditioning Trading & Services L.L.C – Doha, Qatar

Arabian Controls & Switchgear L.L.C – Doha, Qatar

Mar 2021 – Present

- Spearheaded procurement and logistics operations for three sister companies: AMCO (HVAC), CAT Duct, and ACS (Control Panels).
- Developed and implemented effective sourcing strategies, reducing procurement lead times and ensuring cost efficiency.
- Negotiated contracts with vendors and suppliers, achieving favourable terms and enhancing supplier performance.
- Managed end-to-end logistics processes, including customs clearance and freight forwarding across international routes.
- Reduced transportation costs by 15% through optimized route planning and strategic carrier selection.
- Achieved 82% on-time delivery by implementing real-time tracking systems and proactively resolving shipment issues.
- Led the automation of warehouse operations, resulting in a 13% increase in inventory accuracy and improved stock visibility.
- Collaborated with the finance department to streamline procurement planning and align with budget forecasts.

Inventory Control Lead

(HVAC Division – AMCO)

Feb 2020 – Feb 2021

- Managed project-based inventory allocation, material relocation, and warehouse space planning.

- Conducted regular audits, raising inventory accuracy from 85% to 98%.
- Implemented ERP-driven reorder processes ensuring 95% stock availability.
- Liaised with procurement team to flag material needs, lead times, and excess stock issues.
- Enhanced efficiency in warehouse workflows, increasing productivity by 20%.
- Supervised and coordinated inventory activities for HVAC materials, components, and finished goods.
- Managed inbound and outbound logistics, verifying shipment accuracy and timely material availability.
- Implemented inventory control procedures that reduced material shortages and improved supply chain efficiency.
- Developed and monitored KPIs for inventory turnover, accuracy, and shrinkage control.
- Worked closely with procurement, production, and warehouse teams to optimize inventory flow and reduce lead times.

Education

- **MBA – Finance (Pursuing)**
Andhra University, India | *Aug 2024 – Sep 2026*
- **Bachelor of Commerce**
GITAMS University, Visakhapatnam, India | *Feb 2018 – Sep 2021* | Points: 7.20
- **Intermediate (M.P.C)**
Sri Chaitanya Junior College, Guntur | *Jun2015 – Apr2017* | Percentage: 76%
- **SSC (10th Standard)**
St. Patrick's Public School, Guntur | *Mar2015* | Percentage: 80%

Technical Skills

- ERP: Tally Prime
- Excel: Pivot Tables, VLOOKUP, Reporting
- PowerPoint: Reports & Presentations
- Inventory & Warehouse Management Tools
- System Knowledge
- Windows OS Operation

Key Skills

- Procurement & Supply Chain Management
- Vendor Management & Negotiation
- Logistics & Inventory Control
- Purchase Order Management
- Import/Export Documentation
- Warehouse Coordination
- ERP Systems (TALLY PRIME, ORACLE, SAP)
- Team Collaboration
- Cost Reduction Strategies

Languages

- English (Fluent)
- Urdu (Native)
- Hindi (Proficient)
- Telugu (Proficient)

PERSONAL TRAITS

- Quick learner with a proactive mindset
- Adaptable to diverse work environments
- Effective team player and independent contributor
- Strong interpersonal and cross-cultural communication skills