

Moez Elwafi



Profile

A highly competent, and motivated, with experience working as part of a team in a busy office environment. Well-organized and proactive in providing timely, efficient, and able to establish good working relationships with a range of different people.

Employment

Assistant buyer and commercial seller product cosmetique

Aug 2023 - Present

Emtiez Company, Doha, Qatar

- Promote sales cosmetic products.
- Negotiate price with customers and prepare orders.

Commercial seller

Sep 2022 - Mar 2023

Store LG city center mall, Doha, Qatar

- Negotiate price.
- Giving sales presentations to a range of prospective clients.
- Preparing and submitting orders.

Assistant Warehouse

Feb 2022 - Aug 2022

Monoprix, Tunisia

- Display items on shelves.
- Check items expiry.
- Refuse and acceptance of damaged or incorrect items.
- Notify supervisor of law stok level.

Procurement buyer

Oct 2018 - Feb 2022

PERENCO OIL GAZ, Tunisia

- Negotiating prices to obtain the best price for products or services.
- Researching market trends to determine the best time to purchase items.
- Monitoring inventory levels of supplies and ordering stock as needed.
- Developing a purchasing plan based on the company's strategic goals.
- Coordinating with the legal department to draft contracts with suppliers.

Procurement Buyer

Sep 2014 - Aug 2018

PETROFAC ENERGY, Tunisia

- Negotiating prices to obtain the best price for products or services.
- Researching market trends to determine the best time to purchase items.
- Support the purchasing function and other relevant departments and communicate any supply problems which may impact on business operations.
- Monitoring inventory levels of supplies and ordering stock as needed.
- Developing a purchasing plan based on the company's strategic goals.

Commercial seller

Jan 2013 - Jan 2014

LG Company, Tunisia

- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes and negotiations.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Answering client questions about credit terms, products, and prices.

Personal details



Moez Elwafi



mouzelwafi@gmail.com



+97477650532



November 15, 1985

Software Skills

MS Office



SAP



Languages

English



Arabic



French



Quality technician

Jan 2012 - Dec 2013

Athir Company, Tunisia, Tunisia

- Developing and maintaining company inspection reports.
- Inspecting goods or products according to quality and safety standards.
- Ensuring test equipment is calibrated and working correctly.
- Collating test data and drafting quality reports.
- Identifying possible areas for improvement in quality control processes.
- Ensuring production is not hindered by quality testing procedures.

Education

Bachelor in communication management

2009 - 2012

ISET.COM, Tunisia

Certificates

Strees management and communication skills certificate

Supplier relationship certificate

Internships

Bank teller Intern

2012

STB Tunisian Bank, Tunisia

Bank teller Intern

2010

Amen Bank, Tunisia

Skills

- Stress Management, Teamwork and collaboration skills.
- Organizational skills and have a sense of responsibility.
- Good communication, negotiation, interpersonal and influencing skills.
- Demonstrable ability to lead and manage staff.
- Excellent analytical, problem solving and organisational skills.
- Experience drafting reports and collating data.
- Ability to analyze and interpret technical information.