

KARAM AL JAFAR

Sales & Operations Coordinator

0561348352 | jafar33290345@gmail.com | Eastern Province, Saudi Arabia

PROFESSIONAL SUMMARY

Results-driven Sales & Operations Coordinator with experience in procurement, supplier management, RFQ processes, ERP systems, and logistics coordination. Skilled in improving efficiency, inventory management, and financial accuracy.

CORE SKILLS

Procurement, Supplier Management, RFQ, Inventory Control, ERP (GRN, GDN), Invoice Processing, 3-Way Matching, Logistics Coordination, Microsoft Office, Communication, Problem Solving

PROFESSIONAL EXPERIENCE

Sales & Operations Coordinator - Gulf Trans Power Trading Company (2022–Present)

- Managed RFQs, supplier sourcing, and procurement cycles
- Negotiated pricing and delivery timelines
- Handled ERP transactions (GRN & GDN)
- Monitored inventory and coordinated replenishment

Data Entry Officer – Procurement - Al-Suwaidi Services Company (2019–2022)

- Processed invoices against approved POs in ERP system
- Performed 3-way matching (Invoice, PO, Delivery Note)
- Verified accuracy and resolved discrepancies with teams

Executive Secretary – Finance - Saeed Ahmed Al Mahros and Sons Co (2017–2019)

- Provided administrative and finance support
- Tracked invoices and coordinated with departments

CERTIFICATIONS

Supply Chain Management, E-Commerce Supply Chain, Fundamentals of Electronic Retail & Supply Chain, Shipping Skills & Freight Forwarding

LANGUAGES

Arabic: Native | English: Intermediate