

Firoz Ahammed

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CAREER OBJECTIVE

- More than **13 years** of UAE Experience in the field of **Procurement and Sales Manager of industrial, oilfield & power plant sector.**
- Strong background in computer applications.
- Consistently recognized by colleagues for cross-discipline talents in needs analysis, trouble shooting and problem resolution in fast-paced environments.
- Achieved high growth rate in outlet maximization.
- Ability to handling sales accelerating the business.

STRENGTHS

- Good decision maker & Team leader
- Self-motivated, Determined & positive attitude.
- Ability to work independently.
- Patience, time bounded and good coordinator.
- Understanding the requirements.

EXPERIENCES

✧ **Multiline Technical Company LLC, Dubai Branch**

January 2011 – Present

Position: **Sales Manager**

Responsibilities Undertaken:

- Identifying the opportunities for business and projects related to company product portfolio.
- Scheduling meetings and appointments with clients.
- Updating the information on our competitor products for planning the sales strategies.
- Training the Sales Team periodically and motivating them to achieve the goals set by the company.
- Worked as a team player in order to achieve positive working relation.
- Regularly visiting clients to identify their requirements.
- Build relationship with client to understand the upcoming requirements.
- Achieving the sales targets and planning the sales with precise marketing strategies.
- Understanding the clients' sales terms & conditions (price validity / payment / delivery Terms)
- Responsible for tracking customer information, forecasts and reports
- Responsible for overseeing the review, initiation and execution of contracts.
- Analyzing and understanding requirements of the request for quotations (RFQ).
- Creates and conducts proposal presentations and RFP responses.
- Client visits to get additional technical details for preparing quotation.
- Submit quotes to customers and negotiate as necessary to secure the contracts.

- Ensure that customers are satisfied with their purchases and the overall sales experience, addressing any concerns or issues that arise.
- Monitoring the quality, quantity, cost and efficiency of the movement and storage of goods
- Coordinating and controlling the order cycle and associated information systems.
- Handling and resolving customer complaints regarding the product & service.
- Seeking technical clarification from suppliers & Clients.
- Manage client relationship through all phases of the sales cycle
- Ensuring timely follow-up and delivery of procured items and related logistics
- Preparing technical & commercial Government tenders, contracts & quotations for clients.
- Preparing costing for quotation, Tenders & project contracts.
- Evaluate quotations to determine the best source- supplier considering terms and conditions, price and specifications.
- Quotation evaluation & giving approval for purchase order process.
- Handling Price negotiations, commercial conditions of contract, payment and project delivery schedules with the supplier, Finalization of Contract
- Experience in Purchase department managing all functions of procurement of Power plant equipment.
- Establishing, evaluation & Selection of foreign and domestic suppliers
- Attending trade shows and exhibitions around the country.
- Representing the Principle in exhibition such as ADIPEC, WETEX

❖ **West Cost Marketing and Agencies (Distributor for ITC LTD)**

Tenure: Jan 2009 to Nov 2010

Designation: Procurement & Commercial Administration

Responsibilities Undertaken:

- Responding to incoming mails and phone enquiries and sending quotation and follow up regularly.
 - Handling customer & Client orders.
 - Preparation of purchase orders.
 - Reviews, updates, and maintains purchase orders until they are closed.
 - Negotiating the lowest prices.
 - Coordinating and controlling the order cycle and associated information systems.
 - Maintaining Inventory records updated. Stock reconciliation statement.
 - Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
 - Inventory control and Inventory valuation.
 - Maintaining stock register, sales register & purchase register.
 - Preparing delivery notes and invoices.
 - Proper follow up action for the delay in payment/receipt.
 - Preparation of Ageing Schedule of Debtors.
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PROJECT EXECUTION

- Worked as project coordinator during the installation of AB progetti Vent Condenser of Al Taweelah Power plant, Abu Dhabi - 2015
- Worked as Project coordinator during the replacement of H&B position feedback system with Balluff BTL. - 2017

EDUCATIONAL QUALIFICATION

- 2018-2019 – **Master of Business Management** in International Marketing
From SGV University.
- 2005-2008 - **Bachelor of Business Management**,
From Mangalore University.
- 2003-2005- XII from Department of Pre-University Education
From Karnataka State Board
- 2010 – X from Karnataka Secondary Education Examination Board and secured First Class Grade.

COMPUTER PROFICIENCY

Data Base: MS office package - MS word, MS excel, Power point, MS Access, Out Look, Internet.
Software / Packages : ERP, Basic SAP Software,
Peach Tree, Sify Software, Tally 7.2 & 9 version,

PERSONAL DETAILS

Father's Name	:	Zahoor Ahammed
Date of Birth	:	24th – December - 1987
Nationality	:	Indian
Marital Status	:	Married
Passport No	:	T1686556
Language	:	English, Hindi, Urdu, Kannada
Expected employment status	:	Full Time
UAE Driving License Number	:	2109266

I would like to assert to the full of my satisfaction that, I would put in my best efforts in the organization I work, for the best possible results

Firoz Sheikh