

RESUME

Saboor Ahmed



Personal Details:

Date of Birth

12th August 1989

Nationality

Indian

Passport no

P4290372

Known Languages

English, Urdu & Arabic
(beginner level)

E-mail address

saboor1289@hotmail.com

Contact Number

0559352492

Soft Skills:

- I am highly-motivated, productive and customer-focused team player
- Strong communication, interpersonal, organizational, time management, analytical and problem-solving skills.
- I am also Reliable and dedicated with the ability to grasp and apply new procedures quickly.
- Organize and prioritize tasks to meet deadlines and adapt readily to new challenges

Academic Qualifications:

2005:

Passed the AISS (All India Secondary School) Examination with an overall aggregate of 82%

Summary:

An experienced candidate looking to secure an intermediate level position and build a long-term career with an organisation of high repute.

Technical Qualifications:

- AutoCAD
- Revit Architecture (certified)
- Primavera P6 release 8.2 (certified)
- Microsoft Office 360 (PowerPoint, Excel, Word, Outlook and other relevant services)
- Proficient in communication & negotiation skills
- Accomplished in promotional activities such as presentations and demonstrations

Professional Experience:

2019 – 2022 Sales & Procurement Coordinator

(April – June) Petroleum Enterprises

- Solely responsible for handling and tracking of all the inquiries of all the inquiries from ARAMCO (from RFQs to Invoicing).
- Responsible for organising all the documents related to their corresponding orders (from RFQs to Invoices).
- Acquired broad knowledge of our supplier's products and services in order to be better equipped for our client's needs such as replacements and regular service & maintenance.
- Handled the ARAMCO portal for our company.
- Responsible for handling a project valued at 3.2 million euros for my company.

2017 - 2019 Sales & Application Executive

(Sept – Mar) Walid Ali Al-Madi & Partner Trading Company

- Responsible for handling and tracking of all the inquiries that came through our salesmen, from creating a quote till the closing of the order.
- Gained extensive knowledge of our supplier's products and services in order to better advice the right product/service for our client's inquiry.
- Took on additional responsibility of going out on the field to find new clients via presentations etc., to increase our company's awareness and to produce more inquiries.
- Responsible for bringing two of the largest orders, valued at SR250,000 and SR600,000, for my company.
- I was also part of the 'Thermal Auditing' team responsible for visiting factories to check on the electrical panels for proper cooling and heat load calculations.
- Responsible for maintaining relationships with our suppliers, from tracking of materials of different suppliers to ensuring the delivery of materials to customers within the stipulated timeframe.

-
- Solely responsible for handling and tracking of all the inquiries of all the inquiries from ARAMCO (from RFQs to Invoicing).
 - Responsible for organising all the documents related to their corresponding orders (from RFQs to Invoices).
 - Acquired broad knowledge of our supplier's products and services in order to be better equipped for our client's needs such as replacements and regular service & maintenance.
 - Handled the ARAMCO portal for our company.
 - Responsible for handling a project valued at 3.2 million euros for my company.
-

2014 - 2016 **Project Coordinator as a Customer Service Representative**
(Aug-Dec) Aegis Ltd. (Toyota Process)

- Me and my team were responsible for gathering information on customer satisfaction after the periodic servicing of their vehicle.
-

2013 - 2014 **Junior Purchasing Coordinator**
(Dec-Jul) Moseb Engineering sdn. bhd.

- Worked for six months as an Intern. The internship was arranged by my college purely to gain experience at a freshman level.
 - Moseb Engineering is a Process Control & Electrical company that specializes in solutions and services such as all types of flow meter, process instruments, Btu energy meters, explosion-proof electrical panels, lightning protection & earthing systems as well as photovoltaic combiner box.
 - I had various roles and responsibilities, which are elaborated underneath, under constant supervision of my senior Purchasing Manager of course.
 - Processed different orders and followed up on pending orders for tracking and delivery.
 - Performed data entry and generated reports for my Purchasing Manager.
 - Coordinated most of the outgoing shipments, including waybill creation, packaging, tracking, and updating the Inventory Manager.
 - Coordinated most of the incoming shipments by receiving shipments into inventory and updating the Inventory Manager.
 - Maintained a proper list of current cost and price lists of relevant equipment in various databases.
 - Built and maintained strong professional relationships with vendors and all relevant seniors within the division.
-

2013 **Salesman**
(Jan-Nov) Lowyat Plaza sdn. bhd.

- The company dealt with various electronic equipment ranging from PC hardware to mobile hardware.
 - Also, heavily involved in product demonstrations and presentations organised by different manufacturers. I had
-

at the **International Indian School, Dammam.**

2008:

Passed the GSC A Levels (General Certificate of Education Advanced Levels) Examination with the grades of BBC at **Al-Majd Academy.**

2009 – 2014:

Attended **HELP International College of Technology** in Malaysia for Mechanical Engineering

Extra-Curricular Activities:

- Was an active member of the Student Council in our college, holding the position of International Student Liaison.
- Involved in all organising and participating in various activities and events, both cultural and non-cultural, held in the college.
- Actively participated in all the inter-college sports competition, mainly football, and was part of the college football team.
- Attended two different leadership training camps organised by the Ministry of Education Malaysia. Both the times was selected team leader for my group.
- Attended the “Go Green Help Clean” Campaign organised by the Ministry of Education Malaysia.

to demo the product and highlight their important features to the customers.
