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| **Saboor Ahmed** |
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| **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](mailto:saboor1289@hotmail.com)  **Contact Number**  0559352492 |
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| **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% |

**RESUME**

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