

**Shadman Neyazi**  
**B. Tech & C.Eng.-Mechanical Engineering**

Nationality: Indian

Driving License: UAE Valid DL

Current Address: Fujairah, United Arab Emirates (U.A.E.)

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### **Objectives**

*To work and grow in an industry wherein I can utilize my extensive ranges of skills, and abilities with challenging to achieve further professionals development by being resourceful, innovative & flexible. Being an Sales & Business Development Engineer persuading services best satisfies their needs in terms of requirement and quality, price & delivery and along with that procuring material from supplier or own brand with best price and payment terms.*

### **Professional Synopsis**

- *Techno-Commercial Sales & Business Development Engineer/Procurement & Material Sourcing/Valves/Instrumentations/Piping/BMT*
- *Technically equipped professional experiences in Sales/Support of industrial products uses in EPC's/Power Plants/Refineries etc.*
- *Bachelor's Degree & Chartered Engineer in Mechanical Engineering stream with some industrial professional certifications (Piping/QA/QC/IOSH/Safety/KHADA-Dubai/Procurement Management & IT related).*
- *An astute skilled professional offering over 5+ years of experiences in the field of oil & gas oilfields trading sector.*
- *Currently associated with Namron Trading FZE (Free-Zone) UAE as a Sales/Business Development Engineer.*
- *Skilled in executing marketing strategies/policies and reaching out to unexplored market segments/customers groups for business expansions.*
- *Adroit in maintaining productive relationships with the distributors to maximize sales growth as well as supervising maintenance of customer database.*
- *A strong team player with good analytical, negotiating communication problems solving and interpersonal skills.*

### **Working Experiences**

**Aug-2020-Till Date**

**Namron Trading FZE (Free-Zone)-Fujairah, UAE**  
**Working as Sales & Business Development Engineer**

#### **Job Responsibilities & Duties**

- Technical sales and business development & establishing new accounts in designated regions in-UAE.
- Scheduling appointments and visits to potential clients.
- Searching & Developing new clients-building stronger relations with existing clients.
- Generating new and repeat sales by providing and technical information in a timely manner.
- Preparation of Techno-Commercial offers & pre-order techno-commercial negotiations including pricing strategies in according to the evaluation, technical clarification & identifications of products/parts as per catalogue/drawings.
- Clients to understand projects requirements preparing presentations & proposals for new projects based on site visits, study of clients requirement to be acquired for negotiation and finalization of orders.
- Developing relationship with key decision makers in target organizations for business development.
- Interfacing with clients for suggesting the most viable product range & cultivating relations with them for securing repeat business.
- Hands on experience in inquiry reviews, estimation, quotation & negotiations with the clients
- Plan & execute business plans for the responsible regions/clients accounts.
- Generating new enquiries for all types of products which company is dealing with.
- Follow-up on leads, referrals and on all sales activities through telephone, written, & personal contacts.
- Review clients RFQs for techno-commercial and delivery requirements and ask clarifications if there any regarding the RFQs.
- Float RFQs to the related products suppliers/distributors & manufacturer to receive competitive techno-commercial offer.
- Sourcing materials from local & overseas (world-wide) suppliers with best prices and payment terms.
- Estimates all the costs associated in order to deliver the RFQ material and prepare final offer including all terms & conditions.
- Work closely with the reporting manager on following quotes.
- Supporting marketing activities by attending yearly trade shows/conferences and other marketing events & business exhibitions like-ADIPEC, WETEX, LPG-WEEK, Middle East Energy.
- Check material availability with the selected supplier prior to order receipt from the customer.
- Techno-Commercial evaluation of customers purchase orders facilities technical clarifications if any, send OA.

- Release purchase order (PO) to the related products, supplier payment as per terms arrange for material collection.
- Knowledge of Import/Export rules for US/Europe & India
- Prepare packing lists/invoices/shipping documents in order to deliver the material to the customer as per terms agreed during quotation.
- Adhere to customer commitments while coordinating with supplier.
- To prequalify company products with end-users and handling the registration procedures and also involved in administration activities in the office for documentations purpose.
- Exploring and developing new markets identifying customers' brands promotions new products launch accelerating growth & achieving desired sales goals.
- Attend negotiations meetings and follow-up for any techno-commercial clarification there by creating a communication between technical head and the client.
- Handling the study & generation of enquiries preparations and submissions of proposals, monitoring contracts payments and schedule & contract administration requirement as per specifications.
- Liaising and building healthy relations with business partners for achieving goals.

**Crescent Middle East Trading & Oil-Field Services (CMETS)-Abu Dhabi, UAE**  
**Worked as Internal Sales & Estimation Engineer**

**Dec-2018-Aug-2020**

**Job Responsibilities & Duties**

- Generate business for assigned principal's products (FITOK-Germany & HP Valves-India etc).
- Support sales and operations activities for trading division senior engineer and overall divisions.
- Handle inquires independently submissions and clarifications.
- Prepare & provide quotations/costing/proposals/presentations/conduct products launches on all the assigned products.
- Resolve internal and external technical support request or issues related to product selection, application, specifications, installations etc.
- Commercial processes for quotations, receipt of order, order entry, shipment and delivery of order, and resolution of return requests and quality issues.
- Extensive, interaction with customers, partners and team via phone email.
- Listen, understand, and convey customer requirements.
- Actively promoting & engaging in all the sales & marketing activities of the company.
- Grow the business and increases the volume of Electro-Mechanical (E&M) & Power & Energy (PE) division in the regional market.
- Follow up & report to management on all projects, tenders & proposal status for the above.
- Inspection of goods before delivery to customers, co-ordinate with accounts department for payment follow up
- Implementation of orders, logistics activities.
- Contact with overseas suppliers company via phone e-mail.
- Handle vendor registration process submit proper documents.
- Internal meeting with clients & suppliers for clarifications and products details.
- Follow up & report to management on all projects, tender, and proposal status for the above.
- Review tender specification and complete all pre-bid documents in order to ensure that the equipment qualifies.
- Working in CRM & MS- Outlook.
- Involved in HSE related works in office and between staffs
- Techno-Commercial tender submission to clients.
- Sourcing materials from local and overseas suppliers with best prices and payment terms.
- Provide supports to estimation/proposals team where required.

**Ghankun Steel Private Limited, Raipur, India**  
**Worked as Junior Procurement & Estimation Engineer**

**Dec-2016-Nov-2018**

**Job Responsibilities & Duties**

- Support estimation & operation activities.
- Generate enquiry for the company, make proposals.
- Handle inquires independently prepare costing & quotation.
- Resolve Internal and external technical support requests or issues related to product selection application, specification etc.
- Includes site visits, customer service and managing complaints, submittals, product approval and negotiating pricing.
- Extend highest priority to customer satisfaction provide immediate technical and commercial support to customers.
- Attend to clients call on queries.
- Assisting the customer's needs and answering any questions that the customer may have.
- Provide information and guidance regarding the product that is being purchased.
- Communicating with customers, assisting customers in selecting the right product, performing.
- Submit and coordinate vendor registration or prequalification process.

- Assisting customers in selecting and locating the right product.
- Understood the customer requirements and needs.
- Manage all paperwork related to office job.
- Prepare quotations/invoices/delivery notes involves in logistics area

### **Dealing With Products**

GCC Industrial Valves (Control & Manual-All Types)/Strainers: Gate/Globe/Check/Plug/NRV valves/Actuators/ etc.  
Instrumentations Products: Instruments Fittings & Tubing/Pressure Gauges & All types of instrumentations items as per client requirements.  
Industrial Products: Gauges/Pumps/Motors/Electricals/Spares/Piping & Structural/Anodes & Marine Equipment/PPE/BMT etc.

### **Educational Qualifications**

#### **B. Tech (Mechanical Engineering)**

Subharti Institute of Technology and Engineering, Meerut

#### **Chartered Engineer (C.Eng.) (Mechanical Engineering)**

Institution of Engineers IEI, Kolkata

#### **Class XII<sup>th</sup> (B.S.E.B.)**

Dr. Zakir Hussain High School +2, Patna

#### **Class X<sup>th</sup> (C.B.S.E.)**

Patna Muslim High School +2, Patna

### **Technical & Professional Certifications**

#### **Diploma in Procurement Management-(PSEB)**

Professional Skills Employment Board TWG-Hyderabad

#### **Certified Piping Design Engineer-(ASME B31.3)**

Sanjary Educational Academy (SEA), Hyderabad

#### **Certificate Course QA/QC Engineer/Inspector-(Mechanical)**

Petro Institute of Technology (PIT)-Patna

#### **Qualified IOSH-(MS)-Institution of Occupational Safety and Health (Managing Safely)-UK**

Green World Group (GWG)-Patna

#### **Certified First Aid at Work-(FAW), KHDA-Dubai Government Approved**

Green World Group (GWG)-Patna

#### **Certified Essentials of Fire Safety Principles-(EFSP), KHDA-Dubai Government Approved**

Green World Group (GWG)-Patna

#### **Graduate Diploma in Health Safety Environment & Industrial Safety Management**

GEMSTECH International Institute Private Limited-Hyderabad

### **IT Certifications & System Proficiency**

Diploma Course in Mechanical Computer Aided Design-CAD/CAM Engineers -Meerut

Certificate Course in Detail Knowledge in Computer Application-MSITS-Patna

Certificate Course in Fundamentals of Computer-MSITS-Patna

Certificate Course in Computer Operator-MGCI-Patna

Application/System Software's: MS Office (MS-Word, Excel & PowerPoint)/MS-Outlook/CRM-(NAFFAH)

Designing Software's: Basic Knowledge of AutoCAD/Solid Works/CAESAR-II

Internet/Web Access

### **Industrial Training/Technical Exposures**

#### **Bharat Wagon & Engineering Company Limited-Muzaffarpur Unit-(Bihar)**

(A Government of India Undertaking - Ministry of Railways)

#### **Uttam Industrial Engineering Limited-Ghaziabad-(Uttar Pradesh)**

(Uttam Group Industrial Engineering & EPC Solution)

**Personal Profile**

Fathers Name: Rafat Sarosh Neyazi  
Mother Name: Rizwana Perveen  
Date of Birth: 10<sup>th</sup> October 1994  
Marital Status: Single  
Passport No: R0297470  
Visa Type: Employment Visa-(Mechanical Engineer)  
Permanent Address: Mewa Saw Lane, Near R.K. Plaza, Sultanganj, Patna-6, Bihar-(India)

**Declaration:**

I hereby certify that all the above details provided by me are true in best of my knowledge.

Date:

Place: UAE

Yours Sincerely,  
**(Shadman Neyazi)**