

Curriculum Vitae



Faiz Munawer Khan

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Address: King Khaled Street, Dammam, KSA.

Driving License: Yes

Iqama: Transferable

Objective

Electronics & Instrumentation Engineer with 8+ years of experience in the sales, services, procurement and tendering of Testing & Calibration Equipment in Saudi Arabia.

Looking for a position in a result-oriented organization where my acquired skills and experience will be utilized towards continuous growth and advancement, and provide me an opportunity to expand my customer service and technical skills.

Professional Work Experience (8+ Years in Total)

Company Name: Al Kaabi for Testing Equipment & Technology Support

Duration: October 2013 till Present Date

Position: Sales & Application Engineer

Location: - Al Khalidiya, Dammam, Saudi Arabia

Job Responsibility Include:

- Responsible for searching and identifying customers who could benefit from our products and calibration services in Saudi Arabia.
- Responsible Engineer for sales of Kern weighing balances, Genlab Ovens, Sika Calibration equipment for temperature & pressure, and Testing equipment from brands like Matest, Gilson and Troxler.
- Responsible to prepare and submit proposals for universities tendering process in Etimad portal.
- Responsible to procure equipment from international suppliers which are part of our tendering and trading activities.

- Responsible for registering and managing our vendor registrations with clients like Saudi Aramco, Sabic, Tasnee, Maaden, Neom, KJO, local Universities and local customers.
- Responsible for providing pre-sales technical assistance and product education to clients.
- Demonstrating the products to the customer if requested at their facility.
- Develop and maintain working relationships with our international manufacturers/suppliers.
- Travelling to visit clients to introduce our products and services.
- Working on the quoting processes to prepare proposals as per customer RFQ's on day-to-day basis.
- Follow up on the submitted offers and negotiate with customers to close the deal and secure the order.
- Communicating with the quality team about delivering the technical & quality requirements as needed by the customer.
- Persuading clients that a product or service will best satisfy their needs.
- Providing after sales technical assistance and product training if required to the clients.
- Recording and maintaining client contact data in the form of a data base.

Technical Experience Acquired:

- Technically trained at **SIKA** (Kessel, Germany) for instruments and calibrators for Temperature and Pressure.
- Undergone technical trainings for various measuring instruments and technologies.
- Familiar to the operation and installation of various instruments, machines and apparatus which are being supplied through our international suppliers Sika, Matest, Kern, Gilson, Genlab, Sauter, Liya and more .
- Familiar with the calibration of various equipment and instruments in the field of temperature, pressure, force and weighing.
- Trained to understand the concept and structure of ISO 17025 for calibration laboratory.
- Known to all the Management and Technical clauses comprising the quality system of ISO 17025.
- Undergone training for measurement uncertainty.
- Under gone training for Internal Auditing.
- Under gone training to close non-conformities received after the auditing.
- Attended various technical webinars from our authorized distributors for new products and technologies in the field of testing and calibration.

Company Name: MT Enterprises (Calibration Lab)

Duration: January 2013 To September 2013

Position : Sales Engineer

Location: - Al Khalidiya, Dammam, Saudi Arabia

Roles and Responsibilities included:

- Generate leads from the market mainly in the Eastern province for calibration services.
- Visit companies to create new customers for the company.
- Introduce the products and services to new customers.
- Prepare sales forecast based on customer visits.
- Learn technical aspects related to the calibration of various electronic measuring instruments which could help to demonstrate in front of customers, contributing to sales.
- Communicate with customers and follow up on submitted offers.
- Report to the senior sales engineer and general manager time to time and update the progress in sales.
- Prepare and maintain weekly sales log and report to the manager.
- Help in documentation to maintain job files and work order files related to sales of the company.

Trainings, Seminar and Exhibits

- Attended Technical & Sales training on various measuring instruments, Calibrators & services at **SIKA**, Germany.
- Factory visit to **SIKA**, Germany to learn the production process of electronic measuring instruments and calibrators in real time
- Technical training on Sika calibration equipment for temperature & pressure in Bangkok (Thailand).
- Attended complete ISO training program organized by our ISO consultant (Cesium) for implementation of ISO/IEC 17025 for Calibration Lab.
- Trained in internal Auditing as per ISO 17025 and calculation of measurement uncertainty.
- Represented the company at SAOGE (Saudi Arabian Oil & Gas) Exhibition, Dhahran, Saudi Arabia.
- Represented the company & exhibited Sika products and calibration services at ADIPEC, Abu Dhabi, UAE.
- Represented the company & exhibited Sika products and calibration services at MEOS, Bahrain.

Skills & Strengths

- ✓ Good communication skills.
- ✓ Have travelled throughout KSA to develop sales of our company.
- ✓ Good Presentation skills.
- ✓ Flexibility and Adaptability.
- ✓ Good technical background.
- ✓ Quick learner and hardworking.
- ✓ Dedication and Time keeping.
- ✓ Solution oriented

Educational Qualification

Examination	University/College	Year of Passing
Bachelor Of Engineering (Electronics & Communication)	Osmania University (MJCET)	2011
Diploma in Engineering (Electronics & Communication)	Q.Q Govt. Polytechnic College (State Board of Technical Education)	2008

Personal Details

D.O.B : 30-May-1990
Sex : Male
Nationality : Indian
Marital Status : Married
Languages : English, Hindi and Urdu

Declaration

I solemnly affirm that the above-furnished particulars are true to the best of my knowledge and belief.

Date: 01 February 2022
Place: Dammam, K.S.A

- Faiz Munawer Khan