

Curriculum Vitae

KHAJA WASEEMUDDIN

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Riyadh - Saudi Arabia.

Career Objective:

To work in a growth-oriented organization that encourages continuous learning, a place where I can utilize and enhance my skills to the max and try my best to be a useful asset for the organization I work with.

Having experience more than 9+ years in Sales, Estimation, Order processing, Administration, Customer relationship and Reporting.

Work History:

1. Al Kuhaimi Metal Industries.

Sales Coordinator.

Riyadh - KSA.

Apr 2018 to Present.

Job Responsibilities:

- Creating Business Partner, Contact Code, Address Code in the **ERP** for a new customer.
- Creating Contract No, Project ID in ERP and sending the inquiry to Estimation Dept for quotation and follow up to be submitted on time.
- Entering the required project details such as Bidding/On-going, Project type, Product type, Sales Office, Delivery terms, Payment terms in the ERP for each contract.
- Assisting the Area Sales Manager with the Administrative tasks, meeting arrangements, Travelling and Daily responsibilities.
- Preparing Technical Submittal, Pre-qualification and arranging required data sheets, government certificates, approvals etc.
- Assisting the Sales team for the meetings/schedule and follow-up for the submitted quotations and also follow up with the client for Quotation/PO/Payments.
- Updating the **CRM** (Project Status, Invoicing Amount, Contract details, Client contact details, Sales Commission etc.) weekly.

- Checking the Validation of quotations/ Data Accuracy in the CRM weekly and updating the information for each quotation.
- Generating the **Sales Forecast Report / Booking Report / Invoicing Report** from CRM tool, customizing in excel and submitting the reports to the Area Sales Manager.
- Assisting the Sales teams in Order processing/Sending RTP for fabrication to factory by checking and arranging all the documents (PO/Quotation/Payment receipt/Approved Shop drawings and necessary docs).
- Handle the processing of orders with accuracy and timeliness. Inform clients of unforeseen delays or problems
- Filing the Techno-commercial offers/quotations, Purchase Orders, Certificates, Data sheets, Reports and other important documents.
- In coordination with the Area Sales Manager, Liaise closely with internal constituents (e.g., operations admin, sales team, IT, finance, Marketing and other related parties) on sales plans and programs.
- Follow up with the factory for the tentative delivery schedule and delivery to be on-time.
- Assisting the Sales team to follow up for the Balance payment and the material to be delivered on site after clearance.
- Train new hires on CRM, Sales Full Cycle and ERP Sales module. Escalate the CRM / ERP technical issues to the IT Administrator and assist to solve the issues as soon as possible.

2. Al Kuhaimi Metal Industries.
Sales Estimator & Project Coordinator.

Riyadh - KSA.
Dec 2011-March 2018

Job Responsibilities:

- Handling, Scheduling and preparing quotations for the inquiries as per the projects.
- Scheduling the jobs and prioritize for the hot / ongoing projects and submit the report to the Sales Manager.
- Updating the top management with project status information and activity being done for each project.
- Check & read the project specifications to know the materials required in the project.
- Estimating the project cost of different products with-in the scope.
- Prepare the final quotation based on price list & price estimate with complete project specification, delivery terms, payments and other information to complete the quotation in the ERP.

- Prepare the Proforma Invoice as per the contractual price of client and approved purchased order.
- Actively handling a team of sales engineers to coordinate with them and provide necessary resources.
- Preparing Technical Submittals and prequalification documents as per project.
- Solving the technical and commercial issues in the quotation and prepare the comparison sheet with competitor quotations if required and make analysis to submit it to Sales Manager for Decision Making.
- Handling the work process flow in the ERP system and escalating the ERP issues to IT.
- Many projects estimated such as: **Riyadh Metro – Line 1 & 2, Dammam University.**

Academic Qualification:

2013-2015 : (Masters in Business & Administration) -MIS. SMU.

2007-2011 : **Bachelor of Technology** - Computer Science & Engineering.

2005-2007 : **Intermediate.**

2004-2005 : **S.S.C**

Technical Skills:

- ERP Training Infor LN – Sales & Estimation module.
- CRM Sales Reporting Tool.
- MS Office Package.
- Sales Training by Coursera.

Strengths:

Excellent communication skills, Self-confidence, Hard work, Positive Outlook, ability to work in a team or individual, Zeal to learn and result oriented.

Skills:

- ◆ Strong writing, telephone, interpersonal and organizational skills, with strong attention to detail.
- ◆ Excellent administrative, reporting and problem-solving skills.
- ◆ Positive outlook with focused approach.
- ◆ Good attitude towards learning technology and a creative problem solver.
- ◆ Strong aptitude and strong analytical skills.

Achievements:

- ◆ Merit Certificate in the National Aptitude Test in 2010 and 2011 conducted by NIIT.
- ◆ State Rank in a Talent Search Exam conducted by MESCO.

Personal Profile:

Name : Khaja waseemuddin.
Father's Name : Khaja wasuddin.
Nationality : Indian.
Religion : Muslim.
Sex : Male.
Date of Birth : 02-01-1989.
Marital Status : Married.
Languages : English, Arabic, Urdu, Hindi and Telugu.
References : Upon request.

Declaration:

I do hereby state that the information given above is true to the best of my knowledge.

(KHAJA WASEEMUDDIN)