



ALI AHMAD ABDULMALIK

CONTACT

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EDUCATION

Bachelor of Science in Civil and Environmental Engineering (University of Sharjah, United Arab Emirates)

High School (Graduate) –
Al Shola Private School,
Science Programming

PROFILE

After completing my Degree in Civil & Environmental Engineering, my aim is to continue developing my skills with a company that can widen my knowledge base and sharpen my skills. My greatest assets are that I am a hardworking, ambitious individual with communication skills. Always on the run to seek new and exciting opportunities.

WORK EXPERIENCE

ARTE CASA COMPANY LLC – July 2019 – December 2019

My role as a part time Sales Consultant involved directing meetings with Clients and Contractors for interior property design.

Key responsibilities:

- Prepare Invoices and Quotations for Clients
- Direct coordinating with the purchasing department for product availability and shipment process
- Negotiate contract terms of agreement, pricing, quality of the product and all issues with the Client and Contractor
- Following the daily update for product total stock in showroom and warehouse stock availability
- Track the orders for Clients and Contractors and ensure time delivery
- Persuading clients that a product or service will best satisfy their needs
- Meetings with Clients on Site and make sure the products have met their requirement

SKILLS

- Communication
- Problem Solver
- Team Player
- Leadership
- Planning
- Self-Learning
- Committed
- Time Management
- Technological Skills
- Self Confidence
- Presentation Skills
- Strong negotiating and selling skills

SOFTWARE SKILLS

- Staad Pro
- AutoCad
- MS Excel
- MS Work
- Power Point

- Discover on how to market and advertise the products to new users to increase the selling rate
- Maintain a good relation and grow a solid client base
- Providing the best suggestions and select products for customers based upon their individual needs and desire
- Describe the products and explain their benefits and uses to the Clients and Contractors
- Communicate with customers in person, by phone and by email to understand their needs
- Maintain a working knowledge of the company's various products and services
- Quick thinking to provide creative solutions that address customers' needs and concerns
- Demonstrates advanced products information and knowledge
- Collaborate with the marketing department to develop and improve sales strategies for the company
- Provide the full information for the client regarding the product he is requesting
- Advertise the products to the customers by proving our superiority over rival products and demonstrating to them their product
- Prepare and deliver presentations on products

Al Fares International Tents – June 2018 – June 2019

Worked as an Event Coordinating and Sales Executive involved setting up meetings with potential clients.

Key responsibilities:

- Daily seeking for new potential clients and companies to negotiate and share company profile
- Setting up meetings and identify all the requirements and expectations needed from the client
- Prepare Invoices and quotations
- Managing the event set-up, tear down and follow up process
- Understand all the requirement needed for the event
- Overview the agreement between the company and the supplier to ensure product delivery and product quality
- Following with Clients and make sure the products have met their requirement
- Supervise the Installation set up for the Tents and dismantling process.
- Work closely with the structural design team to approve on the specification that was required by the client
- Offer solutions to resolve problems in a timely manner
- Work with senior Event Coordinator and Event Director to determine weekly meeting schedule and necessary meetings

LANGUAGES

English



Arabic



INTERESTS

- Passion for adventures
- Travelling

ZRRR Building Materials LLC - April 2017 – May 2018

Worked as a Sales Engineer for wood samples, involved visiting construction sites and offices. My main responsibilities were to meet clients from China, Ireland and Singapore.

Key responsibilities:

- Compare and evaluate offers from suppliers based on required material and specification in market
- Coordinate with warehouse for stock level
- Negotiate contract terms of agreement, pricing, volumes, quality and all issues with the suppliers.
- Benchmarking materials and suppliers in the market
- Research potential vendors in different markets such as Singapore and China
- Track orders and ensure time delivery
- Persuading clients that a product or service will best satisfy their needs
- Plan and modify materials to meet customer needs
- Resolve any unexpected technical difficulties and other problems that may arise
- Monitor feedback from customers to measure their satisfaction level with company products and services
- Maintain existing client relationship and initiate potential new client relationship
- Display the specification of the materials and the quality
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
- Understand customer requirements, needs and provide sales support
- Preparing submittals for client approval
- Maintain an awareness of sales and other expected developments amongst competitors and pass any relevant information to the manager
- Perform tests on materials to ensure quality
- Insure getting all legal agreements signed by suppliers
- Maintain records of purchases and pricing trends.
- Maintain updated records of purchased products, delivery information and invoices
- Review quality of purchased products
- Review and ensure update of market, supplier database, and other relevant records
- Tracking orders and ensure timely delivery by following up with the logistic team and suppliers
- Maintain a solid relationship with clients and customers and other relevant bodies to ensure that the company's maximum sales potential is realized

WORK EXPERIENCE (Continuation)

- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications
- Keep track of the delivery date and keep an eye of the storekeepers to ensure smooth deliveries of materials
- expedite the resolution of customer problems and complaints to maximize
- Managing the quotations to ensure all documentation is received and all proposals are submitted within the specified guidelines.
- Practice in identification of suppliers by researching product availability
- Prepare terms, conditions and commercial schedules for the order, and obtain acceptance from the vendor
- Locate and source with alternative suppliers in case of problems with primary suppliers
- present promote and sell products using solid arguments to existing and prospective customers
- Maintain an awareness of sales and other development amongst competitors and pass any relevant information to immediate superior

Al QABDAH Contracting Company (Sep 2016 – Jan 2017)

- I completed my 4-months internship under the construction of a residential building in Sharjah industrial. I was under supervision from a senior engineer. Site visits were conducted in the morning with the inspector. Throughout this training I learnt the basics to start and finish a construction project. My training mainly focused on site inspection, reading of drawings, block installation, sheltering and casting procedure.

Countdown Hypermarket (Auckland, New Zealand)

Jan 2014 – September 2014

Worked as a General Merchandiser to produce sales by providing point-of-purchase and shelf management services

- Ordering goods by contacting food production companies
- Booking and delivering items upon customers' requests
- Collaborate with suppliers, distributors and analysts to negotiate prices, quantities and times-scale
- Monitor stock movement and consider markdowns, promotions, price changes, product availability and clear outs etc.
- Responsible for arranging customers' orders and make sure a proper delivery is achieved
- Maximize customer interest and sales levels by displaying products appropriately
- Making financial presentations to senior managers

ZSML Dubai (UAE Palm Jumeirah Construction)

July 2012 – December 2012

- Before starting my university degree, I was lucky enough to work as site engineer under supervision. The project was the five-star hotel located in the Palm Jumeirah, Ottoman Palace. I was given the responsibility to watch over a team of labor workers, check up on daily work and report back to the senior engineer

Downer construction, Road Work (Auckland, New Zealand)

August 2010- May 2011

- Writing a monthly progress report to our client Auckland Transport for Downer's road. Maintenance contracts in Auckland. The contents within the report was to give Auckland Transport an update on how much work is conducted, financial update, Document control, health & safety performance as well as other key information for the various contracts

PROJECTS

Graduate Design Project (02/2016 – 05/2016)

- Objective is to design the road with the minimum Cost, Length, and cut & fill required. Create a shortcut road that connects between Al- Rashidiya and Idhn, the two areas with taking under consideration the variable impacts (Environmental Impacts, Safety, right of way)
- Completed a project for construction of a housing unit at UOS campus in Specifications
- Water and Wastewater Treatment: designed a water distribution network for Sharjah University City
- Completed a project for designing a two-story villa in Concrete course (02/2015 – 05/2015)