



**AZEEM KHAN**

**Contact No: +971 55 7865353 /+971 56 8637860**

**E-Mail: azeem944@gmail.com/azeem944@yahoo.com**

**LinkedIn: <https://www.linkedin.com/in/azeem-khan-a7353473>**

➤ **Objective:** My objective is to be an efficient and successful official work, Providing high quality and cost-effective solution in time to the fullest satisfaction of My organization, I am expecting a challenging, to shoulder the responsibilities Of the organization and to grow with it in the year to come

➤ **Key Skills**

- Projects ➤ Installation ➤ Strategy Planning ➤ Sales & Marketing ➤ Commercial awareness.
- Quality Assurance ➤ Network Development ➤ Mechanical skills ➤ Team Management
- Creativity ➤ Problem-solving skills. ➤ Relationship Management

➤ **Profile at a Glance& Strengths**

- Proactive with the will to accept and accomplish challenging assignments
- Comprehensive knowledge of processes at a project undertaking to ensure smooth Progress with technical and engineering support
- Good communication skills with the ability to provide orientation and other inputs to fresh employees
- Thrives in a multilingual, multicultural work ambience with skills in working harmoniously with international teams
- Excellent organization, prioritization, time management skills and the ability to multi-task
- Open and flexible for any technological, professional and social changes.
- Enthusiastic to learn and adaptive to new changes.
- Ability to establish, cultivate and leverage relationships to identify opportunities.

➤ Currently I am working as **Senior Sales & Projects Engineer** for an **STARS ELECTRO MECHANICAL CONT CO L.L.C** based in Abu Dhabi-UAE from Oct 2022 till, this company is providing services sales, projects & Trading's to MEP, HVAC, FM, Trading industries in UAE.

- **RESPONSIBILITIES:** - Serves customers by identifying their needs and engineering adaptations of products, equipment, and services.
- Identifies current and future customer service requirements by establishing personal rapport with potential and actual
- customers and others in a position to understand service requirements.
- Provides product, service, or equipment technical and engineering information by answering questions and requests.

- Establishes new accounts and services accounts by identifying potential customers and planning and organizing sales call schedule.
- Prepares cost estimates by studying all related customer documents, consulting with engineers, architects, and other professional personnel.
- Negotiate all contracts with prospective clients
- Prepare daily weekly & monthly reports
- Answer client question about credit terms, products, prices and availability.
- Contributes to team effort by accomplishing related results as needed.

➤ I work as **Senior Sales& Projects Engineer** for an engineering services and Trading Company based in Abu Dhabi called **Aspire Mechanical & Electrical Services LLC** from September 2020 to August 2022. This company is providing services to MEP, HVAC, FM, Powerplants, oil&gas industries and other process industries in UAE.

**RESPONSIBILITIES:** -Manage all vendor pre-qualification, set up, purchase order & other specific requirements.

- Responsible for planning, executing & controlling the quality, productive & cost-effective procurement.
- Diplomatic, patience and ability to remain courteous when dealing with upset customers. Study market research and trends to determine customer requirement, potential sales

➤ I Work as Sr. Sales Engineer in **BENAIR AIR CONDITIONING CO. LLC (Authorized Distributor** of Carrier, Daikin, Rheem, SKM&YORK) since Oct 2018 with till March 2020

• **RESPONSIBILITIES:** -

- Looking Sales for Projects, Trading, Duct Manufacturing & Maintenances-ordination with customers, contractors & consultants prior to contract.
- Manage all vendor pre-qualification, set up, purchase order & other specific requirements.
- Ability to coordinate across multiple functions and projects, to maintain composure in high pressure situations, and to make decisions in a fast-paced environment.
- Work well with all level of staff and management, ability to work under pressure and meet deadlines effectively.
- Responsible for planning, executing & controlling the quality, productive & cost-effective procurement.
- Diplomatic, patience and ability to remain courteous when dealing with upset customers. Study market research and trends to determine customer requirement, potential sales

➤ I Work as Sales Executive (**Abu Dhabi Branch In charge**) in **Technical & Trading Est. (EASA SALEH AL GURG GROUP of Companies)** since April 2014 till April 2018 (**Distributors of Refrigeration & Air conditioning products**) Global brands such as **Danfoss** (Denmark), **Insect-O-Cutor** (UK), **Maneurop** (Denmark), **ROTHENBERGER TOOL** (Germany), **ETIHAD COPPER** (KOREA)

**RESPONSIBILITIES:**

- Highly skilled in handling customers' parts requirements in terms of both sales and services.

- Working knowledge of assisting customers in selecting required parts and providing relevant advice.
- Work well with all level of staff and management, ability to work under pressure and meet deadlines effectively.
- Diplomatic, patience and ability to remain courteous when dealing with upset customers.
- Study market research and trends to determine customer requirement, potential sales
- Preparation of quotation and responding queries for overseas customer,
- Checking availability status of parts with suppliers via Online for customer Inquiries
- Placing customer orders and follow-up, Updating customer order status through e-mail & phone
- Customer retention, Documentation for customer & shipping forwards

➤ I Work as Sales Executive in **Technical Resources Est. (Albwardy Group of Companies)** since April 2013 March 2014

#### **Reporting to Managing Director of the company**

1. Forklifts (Tailift & Mitsubishi), Ware Housing Equipment's (Tailift, PUMA)
2. Generators (Perkins).

Territory includes UAE, Oman, and Qatar, Planed, direct and evaluate the operational activities of "Material Handling Solutions" Department.

#### ➤ **RESPONSIBILITIES:**

- Preparation of quotation and responding queries for overseas& Local customer,
- Checking availability status of parts with suppliers via Online for customer Inquiries
- Placing customer orders and follow-up
- Updating customer order status through e-mail and phone
- Customer retention
- Documentation for customer & shipping forwards

➤ I Work as Sales Engineer in **DOLPHIN GROUP**, since February 2011 till March 2013

#### • **RESPONSIBILITIES:**

- Providing technical, commercial advice/support to purchase, sales team & after sales service.
- Experience in dealing with Heat Exchangers, HVAC Equipment, Pressure Vessels, Cooling Tower, Radiators Truck & Industrial and Radiators Passenger Car.
- Planning, executing & controlling the quality, productive & cost-effective procurement.
- Co-ordination with customers, contractors & consultants prior to contract.
- Attending exhibition on international levels & promoting co.'s principals & products.
- Manage all vendor pre-qualification, set up, purchase order & other specific requirements.

➤ I Work as Sales Executive in **United Al Sager Heavy Equipment (Al Hamid Group)** since May 2007 till January 2011.

- Achievements During the period I have acquired excellent in the part sales, Re-Export Market, Local Purchasing, Inventory control and warehousing. Have been giving Growth interms to develop assigned territory. Overseas & Local Customer Sales Executive (Outdoor) 2008 to 2011
- Dealer in: IVECO, ASTRA, TADANO, KAWASAKI, MITSUBISHI Motor Graders and NEW HOLLAND.

#### ➤ **Asst Purchasing Officer**

(Spare Parts Department of Al Hamid Group of Companies Abu Dhabi)

#### ➤ **Parts Adviser for Service Department.**

#### ➤ **Professional Strengths:**

- Experienced in European truck & Heavy equipment's spare parts inclusive of

Kawasaki, Fiat Kobelco and Tadano fitted with Cummins Engine.

- Being purchasing officer as well as parts adviser acquired a good knowledge in

➤ **Professional Trainings:**

- Attended a Ten Days training from, Sponsored by IVECO Italy, FIAT Germany, TADANO Japan & TADANO FAUN Germany in 2008
- Sales and Distribution (SD) – Refresher (SAP)
- Email Writing and Etiquette
- Emotional Intelligence
- Active Listening Skills

➤ **Education:**

- Higher Secondary School Certificate
- Diploma in Mechanical Engineering
- Diploma in Electrical (one year)

➤ **Computer Literacy**

- Operating systems: - Windows XP & Mac
- General software: - Microsoft Office :( Word, Excel, Access, Power point)  
I-Explorer, AutoCAD 2006 to 2008 AS/400, Design.CRM, ORION & SAP (SAP HANA)
- E-mails : - Microsoft Outlook & Lotus.

➤ **Passport Details:**

- Passport No : M7144539
- Place of Issue : DUBAI
- Date of Issue : 23/04/2015
- Date of Expiry : 22/04/2025
- Visa status : Employment Visa
- U.A.E. Car Driving License : Valid License

➤ **Personal Profile:**

- Father's Name : Raheem Khan
- Nationality : Indian
- Date of Birth : 15/03/1986
- Religion : Islam
- Marital Status : Marriage
- Hobbies : Cricket, Read Book & Travelling.
- Languages Known : English, Arabic, Hindi, Urdu and Kannada

I hereby declare that all the details stated above are authentic to the best of my Knowledge

**Azeem Khan**