

Saad Abdul Rahman Bin Zaila
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Visa Status: Visit (valid till January 25)



OBJECTIVE:

Looking for a challenging position with an organization, where my innovative abilities will be fully optimized offering me the opportunity to expand my skills to an area of functional utility with growth of the firm. To work under efficient and professional management to gain extensive knowledge and strive hard for success.

PROFESSIONAL EXPERIENCE:

Estructura Enterprises Pvt. Ltd.,
Hyderabad, India

Role: Operations Executive

June 2019 – Feb 2021

Responsibilities:

- Promoted from Business Development Executive – Operations Executive, carrying out the Management and Operations Management for Estructura Enterprises Pvt. Ltd.
- Supports business development activities and may serve as a proposal executive or lead operations liaison between corporate business entities.
- Actively seeking out new sales opportunities through cold calling, personal meetings by demonstrating and presenting company products.
- Present, promote and sell product/services using solid argument to existing customers.
- Coordinate sales effort with team members and other departments
- Responsible for transforming leads into sales by sending quotations, following-up with existing & new customers, managing & closing deals.
- Handled all the documentation/data entry/back office works of the company.
- Establishes and monitors project safety and quality programs.
- Attending client and team meetings.
- Managing key projects from start to finish in line with project specifications.
- Managed Manpower resources for project installation and completion.
- Administering company Contracts.
- Promote and foster a positive team environment through communication and work ethic.
- Help identify issues and work to resolve conflicts.
- Manage projects by supervising, mentoring and through leadership of the higher management authorities.
- Preparing technical and progress reports.

Role: Business Development Executive**May 2017 - May2019****Responsibilities:**

- Collate purchase orders and purchase requisitions in order-to-order materials, goods and supplies.
- Review inventories and order as required.
- Review and track deliveries against the orders.
- Deal with non-supplied, under orders, over orders and damaged goods.
- Maintaining reports and ensuring that any invoices are sent to accounts for payment.
- Manage any procurement activities including RFP's (Request for Proposals).

Academic Qualification:

- Passed CBSE Examination from SHATHI AL-NOOR INTERNATIONAL SCHOOL, Jeddah, Saudi Arabia in 2008.
- Passed Intermediate Examination from NARAYANA JUNIOR COLLEGE, Hyderabad in 2010.
- Pursuing Bachelor of Commerce from DR. B.R. Ambedkar Open University, Hyderabad.

Technical Skills:

- Operating systems: Windows XP, Vista, 7 and 10.
- Software Packages: Microsoft Office 2003, 2007, 2010, 2019.
- Network and hardware installation and troubleshooting.
- Error detection and troubleshooting.

Personal Traits:

- Good communication skills.
- Confident with sound planning and managing skills.
- Capable of working efficiently under pressure and to meet strict deadlines.

PERSONAL INFORMATION:

Name : **Saad Abdul Rahman Bin Zaila**
Father's Name : Abdul Rahman Awad Bin Zaila
Date of Birth : 31st December'1991
Marital Status : Married
Nationality : Indian