**ADEL**

[**ADEL.372321@2freemail.com**](mailto:ADEL.372321@2freemail.com)

***PROFILE***

* 9 years of experience as Sales Coordinator in UAE.
* Hold a UAE driving license.
* Have excellent computer skills & well versed in MS Office Applications, PDF, Paint, E-mail, and Internet applications.
* Has knowledge in using Sun System Financial/accounting Software, Sage CRM & QFS
* Well experienced in building relationship, customer service oriented business & trading, problem solving, time management & general administration.
* Productive, Systematic, hardworking, efficient and approachable to work.
* Handle and process company registration and prequalification to ADNOC Group, ADWEA Group and other government companies and agencies.

**WORK EXPERIENCE**

**Petro Middle East** -Inside Sales Coordinator

Abu Dhabi UAE April 2016 – Till date

**DUTIES & RESPONSIBILITY**

* Sending acknowledgement, extension request, Confirmation of EOI to clients.
* Handle and resolve clarification, problems from clients and principals
* Preparing and calculating the material costing from country of origin to UAE using CRM/Sage Software
* Preparing quotation for government and private companies, trading, EPC etc.
* Negotiating with Principals and clients
* Scanning and reviewing the content of Purchase Order, ensure that all the contents are against our quotation.
* Preparing Purchase order in CRM/Sage
* Sending PO to principals

**Technical Oilfield Supplies Centre** -Sales Coordinator cum Secretary

Abu Dhabi UAE July 2008 – March 2016

**DUTIES & RESPONSIBILITY**

* Receiving enquiries by phone, fax and email to existing customers and new clients.
* Scanning and verify the procedures, deadlines, terms and condition of Tenders or enquiry.
* Checking the stocks and availabilities of material from store/warehouse.
* Sourcing and sending enquiries to local and overseas suppliers/manufacturers.
* Follow up the status of enquiries, quotations, purchase orders, deliveries and payments.
* Preparing Tender Bond/Bid Bond, Bank Guarantee, Delivery Bond and other necessary documents required for tenders or orders.
* Preparing quotations, Technical/Commercial Bid base on standard mark-up, procedures, Terms and conditions.
* Ensure accurate and timely issuing of quotations to our customers as required.
* Negotiating on prices, payment, terms and condition to our customers and suppliers.
* Scanning thoroughly the details of customer’s purchase order before Processing the order.
* Sending regret letter and order acknowledgement letter.
* Preparing Order Requisition for local and overseas orders for management approval.
* Preparing and sending Purchase orders for suppliers and manufacturers.
* Coordinate with supplier, freight forward and clearing agent for material shipment or deliveries.
* Segregating Shipping documents such as Bill of lading, Packing list, Delivery Note, Shipping Invoice, Certificate of Origin attested by chamber of commerce.
* Ensure to get Duty exemption letter from Oil & gas companies such as ADNOC group and other government companies.
* Preparing and sending delivery schedule to our customer’s receiving section/store.
* Checking and preparing Material Test Certificate, Compliance Certificate, Conformity Certificate and manufacturer’s certificate.
* Making Stickers, labels, printed envelopes and Coordinate with store keeper for packing and delivering the materials.
* Preparing and sending invoice to customers.
* Preparing Letter of credit, PDC, Letter/correspondence for TT and TR.
* Preparing a costing and monthly sales report.
* Prepares daily correspondence such as follow up letter, memo, compliance, submittals.
* Maintaining log for Enquiry, Purchase Order, deliveries and Pending orders.
* Maintains files with high level of confidentiality.
* Handles and arranging samples for customer review and approval.
* Handles Pre-qualification and registration of our company to ADNOC group, government companies and other agencies.
* In-charge on generating monthly billing.
* Encoding code for new customers, products and suppliers
* Encoding system purchase order, good receipt, delivery note and invoice.
* Regular follow-up with accounts and other departments on routine matters
* Follow up and monitor receivable from customer.
* Receiving and booking a courier such as UPS, Fed Ex, TNT.
* Perform general clerical duties include but not limited to photocopying, faxing, mailing and filing.

**PERSONAL DETAILS**

Citizenship : Filipino

Civil Status : Single

Birthday : 21-Dec-1985

Age : 31

nila, Philippines efficiently.\Type of Visa : Residence Visa / Transferable