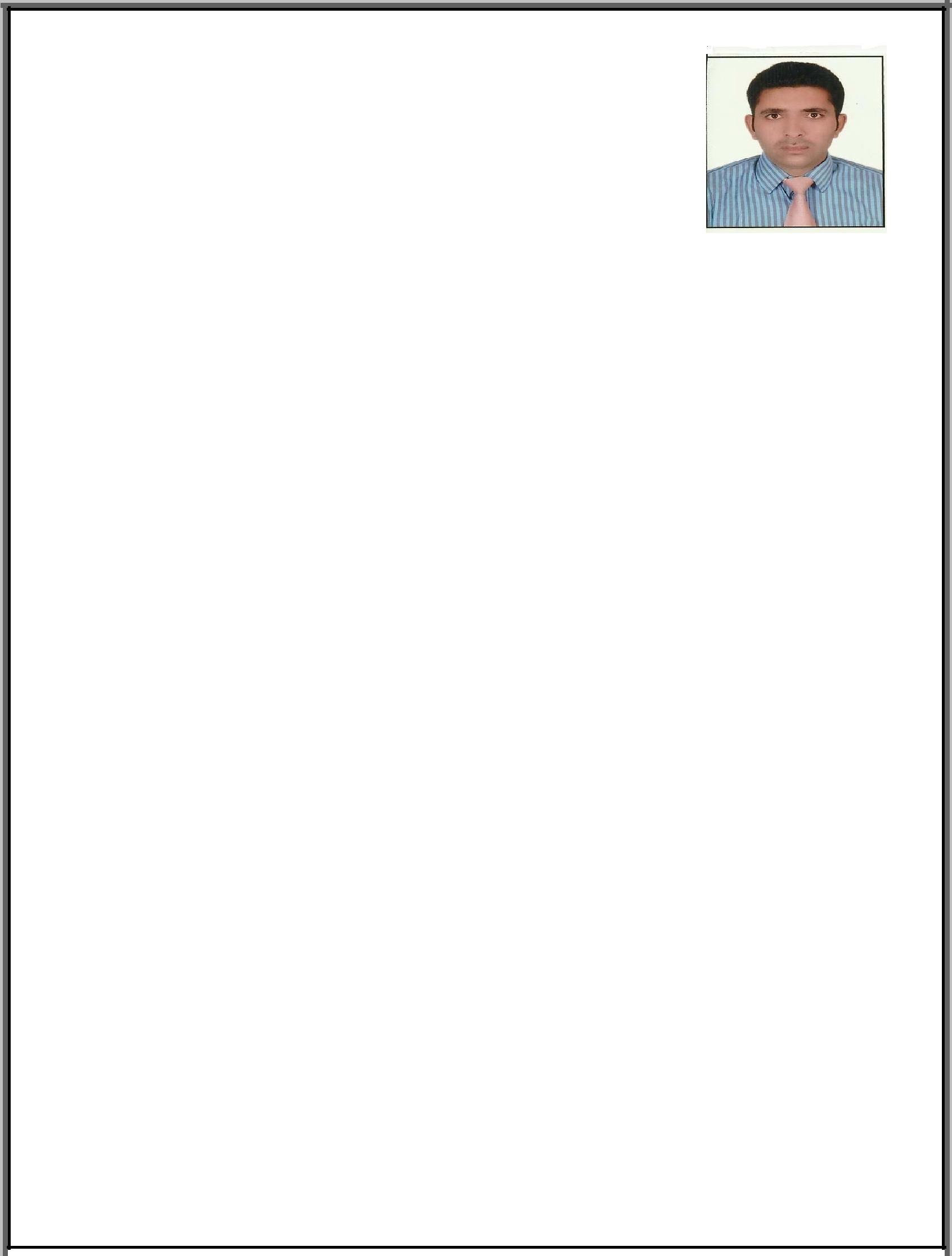
**MANZOOR AHMAD SHEIKH**



**Curriculum Vitae**

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Email: sheikh\_manzoor@hotmail.com,

Valid UAE Driving License: License No: 2349849

**DOCUMENT CONTROLLER / TENDERING ADMINSTRATIVE OFFICER /**

**SALES EXECUTIVE**

I want to be a part of progressive organization that provides opportunities for learning and growth in a challenging and innovative environment with an objective to contribute constructively towards the goals of the organization and to excel my professional skills.

**CARRIER CONTOUR:**

**ASQALAN CONSTRUCTION & DEVELOPMENT LLC, ABU DHABI, UAE**.

Document Controller / Tendering Administrative Officer ‐ (March, 2014 –Present)

**DOMAIN SKILLS:**

Working at Head Office in Engineering, Estimation Department as Tendering Administrative Officer/ Document Controller: My duties and responsibilities are as following:

1. Participating in tender proposals.
2. Preparing Tender Department Drawings, Specification, Bill of Quantities and Instruction to Tenders, Condition of Contracts.
3. Distribute the Tender Documents to Civil, MEP & Planning Department and mange to collect the responses from them.
4. Preparing, develop, lead & execute a technical & Commercial requirement for tenders.
5. Provide the estimations with the market price to help them in the estimation accuracy.
6. Arranging the Site Visits for tenders, assisting the estimation manager in filling the bill of quantity.
7. coordinating with all the departments during the understudying procedure of Tender.
8. Responsible for submitting the tender on time.
9. Maintaining a list to all active & non‐active tenders / projects, submitted and regretted tenders. 10.Sending inquiries to all related sub‐contractors and suppliers for tenders and ongoing projects and

follow up to receiving of quotations, analyzing the quotations, making comparisons on cost and quality basis.

11. Preparing the Contractual documents to be signed & stamp from all Parties, handover all the Tender

& Contract Documents to assigned Project Manager & Document Controller. 12.Preparing clarifications to consultant / clients, develop and maintain a filing system,

13.Archiving of outgoing & incoming files for tenders & projects, correspondence, preparing priced bill of quantity in excel, filling of bill of quantities by hand, handling client, consultant telephone and all email inquiries related to Tenders, Typing & fax letters and internal document control procedures.

14.And other tasks assigned by Estimation Manager, Executive Manager & General Manager.

Worked as Site Document Controller on below mentioned Project:

Project Name: Construction, Completion & Maintenance of Commercial Building for Mr. Khalid Alasmani. Client: (ADCE) Abu Dhabi Commercial Engineering Services LLC

Main Contractor: Asqalan Construction & development LLC. Consultant: Arkan Architect Consultants.

My responsibilities as Document Controller were as under:

1. Preparing pre‐ bid documents, Preparing project documents like Drawings, BOQ, Specifications.
2. Preparing Schedule for Sub‐ Contractors for Pile Diving Works, Shoring Works, Excavation Works, Concrete Work, Metal Works, Masonry Works, Wooden Works, Thermal & Moisture Protection works, Doors & Windows works, Finishes works, Specialties works, HVAC works, Elevator Works, Plumbing Drawing, Fire Fighting & Electrical Works.
3. Prepare summary sheets and logs for all technical documents.
4. Ensure that all technical documents, records and file mentioned with index and file numbers.
5. Preparing of submittals, distributing of submittals on receipt from consultant as per Document Control System.
6. Maintaining the document controller database.
7. Filing and keeping of all record of incoming and outgoing correspondence / submittals / transmittals/ reports etc.
8. Preparing of Daily reports, weekly reports & monthly reports.
9. Ensure backups for all technical documents.
10. And other tasks assigned by Project Manager.

**FAIRDEAL MOTORS ( TATA MOTORS) INDIA**

Sales Officer (November. 2012 – February, 2014)

**DOMAIN SKILLS:**

Demonstrates automobiles by explaining characteristics, capabilities, and features; taking drives; explaining warranties, services and managing a customer through the entire sales process, promoting the sales for assigned branch and performing sales related duties & exercise right from initial inquiry to delivery and beyond. Strong Communication skills with strong business‐related Knowledge, possess the skill to work both in team and also perform independently, capable of thriving in the competitive markets, giving a responsible and productive works to the company and Develops buyers by maintaining rapport with previous customers; suggesting trade‐ins; meeting prospects at community activities, greeting drop‐ ins, responding to inquiries, recommending sales campaigns and promotions.

**HDFC BANK, KASHMIR, INDIA**.

Contract Sales Executive (2011 –2012).

**DOMAIN SKILLS:**

Maintain and develop good relationship with customers through personal contact or meetings or via Telephone, Achieve the agreed individual sales targets ensure compliance with the bank’s policies and procedures, promote bank retail products and services to potential customers by making proactive sales efforts and capitalizing on ‐cross selling opportunities in order to achieve the sales targets, to assist in conducting promotional activities, meetings and road shows in the assigned area to achieve the budgeted sales volumes.

**ACADEMIC CREDENTIALS:**

**Masters in English** from Indira Gandhi National Open University, India. **B.A. Bachelor’s Degree** from university of Kashmir (2008‐2010).

**Intermediate** from **(Kashmir** State Board of School Education) M.P.ML Higher Secondary School, Kashmir.

**CERTIFICATIONS & TRAININGS:**

One‐year Diploma in Computer Applications and Multilingual DTP. One‐year Diploma in Urdu Language.

One‐year Diploma in Aviation and Hospitality Management.

Tourist Facilitator Certificate Course from Institute of Hotel Management Kashmir, Tourism of India Training for Nature Study from Youth Hostel Association of India.

**KEY SKILLS :**

Ability to build a rapport with a wide range of people from all social backgrounds. Discipline, Responsibility, Searching Strength & Follow up.

Excellent communication skills with Strong presentation, customer facing, sales, negotiation and influencing skills.

Treating all customers politely and professionally.

Highly self‐motivated and ability in problem‐solving and negotiation. Flexible & adaptable, able to work well individually and within a team. Ability to handle confidential information.

Having a creative, analytical, practical and thorough approach to resolving issues. Proficient computer skills.

Eager to learn and be trained, Ability and also willingness to work in all weather conditions.

**IT SKILLS :**

Proficient in Practical knowledge of Microsoft Operating Systems: MS Office and Internet operating.

**INTERESTS & ACTIVITIES:**

Having a Keen interest in playing cricket, photography, reading books, and learn new things.

**PERSONSONAL DOSSIER:**

**Date of Birth:** 10 October, 1989.

**Driving License:** Valid UAE Driving License.

**Languages Known:** English, Urdu, Hindi, Kashmiri & (Arabic Intermediate).

**Nationality:** Indian.

**Visa Status:** Employment UAE.