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**MOHAMED**

Email : [**MOHAMED.374472@2freemail.com**](mailto:MOHAMED.374472@2freemail.com)

**EMPLOYMENT PROFILE**

**Estimation and Sales Engineer**

**Procurement Engineer**

Sara Electrical Supplies Establishment

Abu Dhabi, UAE

2014 – to date

*Sara Electrical Supplies Establishment is ISO certified, Schneider Electric official distributor and ADDC approved switchgear panels manufacturing company. Also an authorised ASEFA certified panel builder for Schneider Electric. Has completed prestigious projects in UAE with Hill International, Prime Consultants, AECOM, Khatheb and Alami, Dorsh, Atkins, Parsons, Keo International etc as consultants.*

**As Estimation and Sales Engineer**

* Designs and estimates LV switchgear panels (MDBs, SMDBs, MCCs, ATS), starter control panels with VFD and distribution boards as per consultant’s specifications and requirement.
* Receives enquiries from the clients, reviews the SLD/load schedules.
* Studies proposed specifications to determine scope of work.
* Marks up the complete scope inclusions, exclusions and clarifications for estimation.
* Estimates the values of each panel in excel sheet/certain software by selecting suitable components such as ACB, MCCB, contactors, relays, meters, enclosure etc as per IEC/project standards and requirements.
* Prepares the quotation and submits to the customers.
* Follows up with the clients about the quotations and obtains the order.
* Recommends to the client the best solution based on cost and engineering quality.
* Prepares technical submittal as per consultant and customer requirement for approval.
* Prepares the compliance statement.
* Supervises and monitors production for quality and timely delivery as per client requirement.
* Prepares the ADDC supply certificates for the projects done.

**As Procurement Engineer**

* Analyzes the material required for the projects.
* Determines the appropriate method of procurement, quotation and tender.
* Attends the vendor’s queries to obtain all quotes with specific instructions as per the project requirement by both statutory and company policy.
* Negotiates price with suppliers.
* Conducts an in-depth analysis of all bids received in response to each tender, proposal, quotation to identify the response that best meets the needs of the end user and which is consistent with the terms and conditions of company procurement policy.
* Prepares purchase order/contract with vendor and maintains the contract awarded.
* Forwards the particular order copy to the vendor and receives the acknowledgement receipt.
* Confers with suppliers regarding quality and delivery to ensure that requirements are met.
* Coordinates with accounts department in preparation of documents such as LOI, payment certificate, or debit notes along with proper records.

**EDUCATION**

**2012** B.TECH in Electrical and Electronics Engineering (First Class)

MEA Engineering College, India

**COMPUTER SKILLS**

MS Office, Windows XP, Vista, Windows 7, Internet, Autocad

**PERSONAL DETAILS**

Nationality Indian

Driving License UAE Valid till 2024

Visa Status Employment Visa

Languages English, Malayalam, Hindi, Arabic