

Saad Salim Kazi

M.B.A, EDIBM, BSc(BA)

REGIONAL BUSINESS ADMINISTRATOR | BID COORDINATOR
PROJECTS CONTROLLER | OFFICE MANAGER

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Work History

FEB 2019 - PRESENT (GCC, LONDON & INDIA)

**REGIONAL BUSINESS ADMINISTRATOR & BID COORDINATOR
De Leeuw Middle East Limited | Reporting to Managing Director (Owner)**

- Act as the central point of contact on proposals and work in conjunction with MD to create and manage the bid for project.
- Prepares and updates all relevant experience related to pre-qualification and technical proposals.
- To draft and review bid submission content, ensuring all bids are submitted fully compliant with the requirement.
- Preparing Non-Disclosure Agreement.
- To ensure on time submission of Request for Proposals, whilst also best reflecting the firm's services and abilities.
- Maintaining good relationship with current clients while simultaneously building new client relationship.
- Collaborated with MD for pre-qualifying with various organizations.
- Promoting the firm's services to clients and influential people.
- Controlling Document Management System and monitoring that all documents are properly distributed and dispatched to respective parties, sections, divisions and personnel.
- Participate in price negotiation of proposal/tender.
- Reviewing the Consultancy / sub-consultancy agreement upon award of contract and issuing the comments/conflicts between the proposal and the agreement to the Client.
- Assisting MD in preparing Scope of Work and methodology/plans of approach for technical proposals.

APRIL 2017 - JAN 2019

**PROJECTS CONTROLLER/OFFICE MANAGER
CVTEC Consulting Engineers | Reporting to Managing Director**

- Working closely with Managing Director for various project tasks.
- Managed office supplies & coordinate with IT department on all site/office equipment.
- Provided professional administrative and clerical service to MD.
- Maintaining and updating weekly project progress report.
- Controlled cost by effectively negotiating with various contractor.
- Participate and support tender project manager with tender document, replying to tender query and preparation of bid evaluation report.
- Coordinating the bid process from inception to contract award.
- Prepared accurate overtime of engineers to contractor and client.
- Responsible for tracking progress of the assigned subcontractors.
- Preparing technical and commercial proposal and consultancy agreement.
- Participating in bi-weekly/fortnightly meeting regarding project progress.
- Coordinated arrangements for guest including VIPs.

JULY 2013 - APRIL 2017

**PROJECT CONTROLLER & ADMINISTRATOR
GECO Mechanical & Electrical Ltd | Reporting to AFM**

- Preparation of monthly work-in-progress report for unfinished projects.
- Support AFM in monthly forecast report outlining upcoming projects.
- Review project financial position on ERP system and alert AFM of any issues.
- Managing provisions accordingly to various projects.
- Responsible for employee time card entry in SAP.
- Assigning payroll to project cost.
- Payroll submission (calculation of O.T. hours, verifying sick reports, etc.)
- Prepare and track annual maintenance contracts renewal and expiration.
- Generate invoice, service order, work order, sales order, LPO through SAP.
- Issuing credit note, subcontract requisition and customer purpose invoice.
- Review/evaluate payment application, ensuring accuracy with payment terms.
- Handling accounts receivable and payable.
- Following up on debt collection and preparing daily/monthly reports.
- To train assigned staff including prioritizing to meet departmental goals.
- Resolving all customer complaints in a courteous and timely manner.
- Ensuring project deadlines are met.

Personal Profile

A multifaceted professional with 7 years of experience in UAE, with a demonstrated history of working with and providing support to C-Level executives, to improve and maintain business development, administrative management, and project management. Saad had been involved in the hands-on operations with established credible relationships with management, clients, and proponents. His experience taught him to handle problems and analyze communications, contracts, and negotiations.

Qualification & Certification

Master of Business Administration

University of Wolverhampton

Aug 2016

Executive Diploma in International Business Management

University of Wolverhampton

Sept 2015

Bachelor of Science in Business Administration

University of Atlanta

April 2013

Integrated Management System & Internal Auditor

Quality Registrar Systems

April 2019

Skills

- SAP
- Infor EAM
- DMS
- Newforma Project Center
- MS Office

Core Competencie

- Administrative Management
- Project Management
- Negotiation/Cost Reduction
- Relationship Building
- Training
- Problem solving

Personal Detail

- Marital Status: Married
- Date of Birth:19/07/1992
- Nationality: Indian
- UAE driving license
- Language: English & Hindi