

# MOHAMMED DILSHAD



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## Summary

A hardworking, self-motivated and responsible person who enjoys the challenges of a busy environment. Having a total of 6 years' experience in Procurement & Sales. Looking for a challenging position in Procurement & Sales in a reputed organization. Intend to build a career with leading corporate of hi-tech environment with a committed and dedicated people, which will help me to explore myself fully and realize my potential.

## Professional Experience

### Scada Group of Companies, Abu Dhabi

Sep 2015 – July 2018

#### Procurement Assistant

- Review quotations; negotiate prices, delivery terms with manufacturers and suppliers.
- Allocate materials as per the client Specification & requirements.
- Build and maintain good relationships with existing and new suppliers.
- Prepare purchase requisitions, approve and issue purchase orders in accordance with company policy and negotiated terms and conditions.
- Procurement and expediting of all project spare parts required for projects.
- Coordinating with project managers, site engineers, etc. and fulfilling the material requirement as necessary.
- Responsible for all the activities related to procurement, stores and logistics operations.
- Informing the supplier in respect of any kind of defects & shortages & taking necessary corrective measures.
- Expertise in handling procurement activities independently from order RFQ stage till material reaches the site.

### Etisalat Telecom, Abu Dhabi

Aug 2012 – Aug 2015

#### Sales Executive

- Promoting Etisalat products and services;
- Conduct market research to identify selling possibilities and evaluate customer needs;
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails;

## Academic Qualification

### Pursuing Bachelor of Commerce (B.COM)

My Campus Educational Centre, Abu Dhabi  
(University of Calicut)

### Higher Secondary Education

Capital Educational Institute, Abu Dhabi (NIOS)

### High School Education

Al Noor Indian Islamic School, Abu Dhabi, (CBSE)

## Personal Information

### Nationality

Indian

### Language

English (Fluent)  
Hindi (Fluent)  
Arabic (Basic)  
Malayalam (Native)

### LinkedIn

[www.linkedin.com/in/mohammed-dilshad-7a9b9a138](https://www.linkedin.com/in/mohammed-dilshad-7a9b9a138)

### Date of Birth

28/05/1992

### Marital Status

Single

### Visa Status

Visit visa valid till 07/03/2021

### Driving License

Valid UAE Driving License

- Calling to arrange meetings with potential customers to prospect for new business;
- Negotiate/close deals and handle complaints or objections;
- Acting as a contact between a company and its existing and potential markets;
- Achieving the monthly target on numbers and revenue;
- Gather feedback from customers or prospects and share with the internal team.

## Key Skills

- |                                      |  |
|--------------------------------------|--|
| ➤ Communication and active listening | ➤ Self-confidence                          |
| ➤ Able to build relationships        | ➤ Ability to make decisions under pressure |
| ➤ Strong negotiation skill           | ➤ Flexibility and adaptability             |
| ➤ Problem solving                    | ➤ Punctual and systematic                  |
| ➤ Team work                          | ➤ Persistence                              |
| ➤ Leadership                         | ➤ Detail orientated                        |
| ➤ Logistics management               | ➤ Passion                                  |
| ➤ Organizational skills              |  |

## Software

- SAP Material Management (MM)
- Certification in MS - Office Programs from GTEC Computer Education
- Certification in Microsoft Office Specialist

## References

Available upon request.