

# Rahul D'Almeida

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**Strategic, visionary & proactive professional** with proficiency in formulating, developing and implementing business plans & strategies to ensure attainment of revenue goals and profitable sell-through; **Sales Coordinator** with chronicled success & an unmatched track record of effectively spearheading all aspects of **Strategic Corporate Sales & Marketing, Techno-Commercial Operations, Tenders & Bid Management, P&L Management, Business Expansion & Project Management**; targeting to express potential in challenging assignments with an esteemed organization

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Location Preferences: **Dubai, Sharjah, Abu Dhabi**



## PROFILE SUMMARY

- **Enterprising Leader**, effective in high-profile executive roles with extensive experience of **4 years**; proficiency in overcoming complex business challenges and making high stake decisions using experience-backed judgment & work ethics across **B2B markets in Oil & Gas, Marine, Construction, Transportation, Logistics & Customer Service domains**
- Visionary Professional with skills that **reflects year-on-year success in achieving business growth objectives** and optimizing the entire value chain of business for achieving the targeted top & bottom-line profitability, turning-around the business and directing it towards growth
- Notable success in building **strategic alliances** to open an opportunity for accessing new markets through appointment of new distributors/networks, new customer acquisitions, prospective leads, reviving the existing clients, providing macro & micro level insights & so on
- Notable success in managing the **complete inside sales cycle** from initial unqualified lead to proposal, managing competition, evaluation & support issues, commercials, price negotiation and closure; successfully directed multi-cultural teams using interactive & motivational leadership; acknowledged for leading, coaching & mentoring team members to achieve resource wise optimization for **8 members**
- Proficient in year-on-year **productivity improvement**, cost optimization, account mining and support for new business by defining client-centric retention & growth strategy and implementing detailed functional knowledge & management practices of client process
- Highly skilled in delivering **proposals to clients, providing solution strategy (techno-commercial & Corporate Sales) support** encompassing briefing on client feedback/ insights and developing customer specific strategies; rendered **Pre-sales Consulting by sending domain specific RFP responses**, proactive pitches, proposal defense presentations
- Insightful experience in directing the **evaluation of bids, tenders & negotiation, award & review of contracts** as per contract regimes, bridging contract agreement & settlement of contract claims and disputes; effectively prepared budgets, cash flow, schedules in **pre & post tender documents** i.e. BOQ, technical terms & conditions, fiscal terms, conducted negotiation meetings, reviewed & scrutinized services tender & so on

## CORE COMPETENCIES

**Strategic Corporate Sales/Solution Selling**

**Business Development**

**Market & Competitor Analysis**

**Project Management**

**Annual Business Planning & Budgeting**

**Business Analytics**

**Bids, Tenders & Contract Management**

**Revenue Generation & P&L Management**

**Client Relationship & Retention**

**Escalations Management/Service Delivery**

**Key Account Management**

**Organizational Improvisation**

**Team Management & Leadership**

**Cross-Functional Coordination**

## SIGNIFICANT ACHIEVEMENTS

- Successfully transitioned **ERP to NetSuite for Al Faris Equipment Rentals LLC**

## WORK EXPERIENCE

### Al Faris Group, Dubai - Nov'17 to Present

#### Growth Path



**Nov'23 to Present - Supervisor – Projects & Sales Coordination**

#### Roles and responsibilities

- Maintain **customer documents** in CRM/ERP.
- Act as **Point of Contact** between Technical & Operations for works
- **After Sales Client Contact** for Commercial Variations and operations support.
- Record **Variations and Approvals**.
- Emirates Tenders /DMS **Management for departments**
- Capturing the **Project Costs** and Preparation of **Close Out Reports**
- Preparation of **Commercial Handover** and Briefing to Operations
- **Discuss and negotiate with Third Party Vendors** on their services for Projects handled in the departments in association with Commercial/Proposal Manager
- **Monitor and invoice milestone payments**
- **Payment Follow ups**
- **Process Bank Gaurantee and Performance Bank Gaurantee**
- Be the Point of Contact for **Technical/Commercial Negotiations**
- Monitor **project progress, report variation and track costs** of outsourced equipment/ services
- Maintain **project reports, External hire commercial documents**, approved documents and completion reports for future use.
- Prepare **supportive material and reports** for the commercial team.
- Document Control and coordinate data on customer requirements
- Record quotation data in the (sub)systems
- **Time registration**
- Act as a point of contact for sales/commercial team with regards to CRM (issues/amendments) and discuss with the concern team
- Timely update to Commercial/Proposal Manager and client during job execution



**July'22 to Present Nov'23**  
**Supervisor - Sales Coordinator**

**Oct'21 to Jun'22**  
**Team Lead - Sales Coordinator**

**Jan'21 to Oct'21**  
**Sr. Sales Coordinator**

**Nov'17 to Dec'20**  
**Sales Coordinator**

## Roles Across The Career:

- Spearheaded **internal sales activities for rental/sales and customer contacts**; developed quotations and proposals
- Analysing **RFQ/RFI/RFP/RFT, including commercial & technical specifications** to develop effective, accurate & professional quotations through **ERP/CRM**
- Performing **RFQ logging, management reporting, status follow-up** with the customers
- Prepared **final proposals** in a timely manner; rendered assistance by clarifying any deviations, assumptions or exceptions to customer's project specifications
- Managing **tenders and submitting tender documents including commercial and technical proposal.**
- Prepared **end-user documents, export license documents and pre-qualification documents**
- **Check LPO's** and deliver it along with respective time sheets for invoice
- Prepare **purchase requisition, product creation request and credit note requests**
- Guided & supported the **Corporate Governance Department** to provide excellent services that are timely, accurate, compliant and consistent with leading practice.
- Preparing tenders & contracts for companies like **ADNOC, SNOC, ENOC, Etihad Rail, Dubai Petroleum, TAKREER, GASCO, EGA & Dubai Municipality**
- **Managing, training and guiding** Junior coordinators in various day to day activities.
- Specialized in **handling major and overseas projects** for key clients.
- **Identifying and tracking upcoming projects** for earlier business approach from DMS and Emirates Tenders.
- **Assisting marketing team** by providing details/photos of completed jobs for creating appearance on social media platforms.
- **Planning, costing, budgeting, execution and invoicing** of various projects
- Visiting various branch offices in UAE for **audit and assistance.**



## PROJECTS

- ADNOC Gas Processing - IGD PROJECT
- ADNOC onshore - Buhasa Integrated Facility Project
- ADNOC Refinery - Crude Project
- Etihad Rail Project – UAE
- Dubai Eye Project – UAE
- Dubai Metro Expansion - UAE
- Expo 2020 - UAE
- MBR Solar Park – UAE
- Layyah Power Plant Project - UAE
- Hassyan Clean Coal Power Plant – UAE
- Hamriyah 1800 MW IPP Project – UAE
- Karbala Refinery Project – Iraq



## IT SKILLS

- Delta - UX
- MS Office
- ERP & NetSuite– Oracle



## EDUCATION

- **Bachelor's degree in commerce** from University of Mumbai, Mumbai in **2013**
- **Master's degree in commerce** from University of Mumbai, Mumbai in **2015**



## PERSONAL DETAILS

**Date of Birth:** 20<sup>th</sup> August 1992

**Languages:** English, Hindi, Marathi & Konkani

**Nationality:** Indian

**Visa Status:** Residence Visa

**Address:** Dubai, UAE

**Driving License** Valid till: 18<sup>th</sup> March 2029