

Moeen Ahmad

Business Development Executive

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Visa Status: Sponsor

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DOB: April 02, 1988

Passport Number: FK1166232

About

I am having 8 years experience as a Business Developer in the corporate sector. My expertise include AutoCAD, Document Controlling, Administration, Bid Management, and Sales Management. My recent experience was in an engineering consulting firm. I gain hand-on experience in Document Controlling, preparation of Consultancy Business Proposals, Expression of Interest, Clients Bid Proposal, Clients Quotation, and Record Maintenance regarding Business Development. I have developed thorough business communication and sales skills over these years and confident to handle any opportunity related to business development field.

Employment



MM Pakistan (PVT LTD) [Lahore, Pakistan]

January 2017 – September 2022

Business Development Executive

MMP was established in 1986 when a handful of experts set up a small engineering consultancy firm in Lahore.

- Daily Coordination with technical resources & BD coordination in all regions.
- Management and record keeping of BD material. Sectors Capabilities.
- Expertise in Sector Project Summary Sheets Firm registrations.
- Used to handle the Client Certifications and Previous Bid/proposals.
- Expertise in preparation of Bid no bid, SWOT, Salient Features and Proposal Review Form for approval and review of management.
- Managing the monthly Business Development Report.
- Manage to update BD Tracker related to all regions.
- Formatting and updating of CVs (World Bank, ADB, USAID, and NHA) for various projects according to the client requirements.
- Cross- sharing of Business Development activities with other team members in BDU & other sectors.
- Hand-on expertise in attending technical and financial bid openings at Pakistan Railway, WAPDA, and Irrigation, Highway, Transportation Department).
- Management of filing and record keeping of business development unit.
- Used to carry out day to day correspondence of BDU.
- Daily tender service review via online platforms or newspapers.
- Maintaining business tracker for Business development at MMP.
- Expertise in formatting and compilation of Proposals & EOIs.
- Formatting various reports/ business proposals using Microsoft Word, Power Point and Excel.
- Expertise in Corel drawing, Photoshop, AutoCAD 2d and Microsoft Publisher.
- Involved in designing various reports and project proposals for effective presentation.
- Communication with clients using all methods i.e. email, telephone, face-to-face etc.
- Coordination with various sector specialists during proposal preparation.
- Data entries and tabulations using excel.

- Preparation of AutoCAD 2d drawings to represent the construction structures.
- Working experience in the google maps to build undergo-construction maps accordingly.
- Expertise on handling the google online portal to effectively manage the documentation, bids and client proposals.



MM Pakistan (PVT LTD) [Lahore, Pakistan]

February2016 - January 2017

Document Controller

- Worked as a computer operator and record keeper in the Highways & Transportation Sector.
- Recording and keeping of sector documentation.
- Involved in the preparation & formatting of such EOIs & Proposals.
- Expertise in CV preparation & formatting.
- Addressed client inquiries and provided timely updates on LOA status and renewal processes.
- Collaborated with the client to gather necessary information for LOA submission.
- Ensured compliance with client-specific procedures and requirements during the LOA acquisition process.
- Maintained regular communication with clients to understand project needs related to Letters of Authorization.
- Expertise in establishing and maintaining an effective document control system for the project.
- Receive, log, and distribute incoming project documentation promptly.
- Ensuring accurate filing, storage, and retrieval of documents, both in physical and electronic formats.
- Providing administrative assistance to the project management team.
- Coordinating meetings, prepared agendas, and document minutes.
- Assisting in the preparation and formatting of reports, presentations, and project documentation.
- Ensured timely distribution of project-related information and updates.
- Served as a point of contact for document-related inquiries and revisions.
- Conducted regular audits to verify the accuracy and completeness of project documentation.
- Collaborated with project teams to address and rectify any document control issues.
- Worked closely with various departments to collect and compile project information.



MM Pakistan (PVT LTD) [Lahore, Pakistan]

Nov 25, 2015 - Jan 30, 2016

Internship: AutoCAD

- Assisted in plotting coordinates provided by field surveyors.
- Assisted in working on structural/ architectural drawings.
- Worked on plans, elevation drawings, section drawings, electric drawings, furniture drawings, landscape & other details.
- Expertise on house plans, shops, and other UAE buildings drafts.
- Hand-on expertise on converting drawings CAD into PDF.
- Drawing layout the interior rooms of buildings.
- Preparation of construction drawings, such as BRT Peshawar.



Telenor, Telecommunications Company [Lahore, Pakistan]

August 20, 2012 - July 16, 2013

Customer Relationship Officer

- Manage and Initiate customers account opening for new connections.
- Help team generating leads and customer satisfaction.
- Managing currency exchange.



Warid Telecom [Lahore, Pakistan]

January 2011 - November 2011

Sales Executive

- Compile Post Paid Sim data and reports on operations staff activity for senior management.

- Sale Post Paid Connections to potential customers.

Education

- Bachelor's in Fine Arts [AIOU, Lahore Pakistan] (**2022**)
- Higher Diploma in Fashion Textile, Step Institute of Professional Development, Lahore, Pakistan. (August **2011** - August **2012**)
- Intermediate [Lahore Secondary Education Board Lahore, Pakistan] (**2013**)

Certifications

- Diploma in Interior Design and AutoCAD, Step Institute of Professional Development, Lahore, Pakistan. (May 2011 - July 2011)
- Diploma in Computer Application & English Language, Quaid e Azam College of Accountancy & Commerce, Lahore, Pakistan. (2006)
- Diploma in Computer Hardware, Operating System, Computer Networking, Mobile Hardware & Mobile Software, Government College of Science, Lahore, Pakistan. (April 2005 - July 2005)

Achievement

- Dubai Driving License (Light Vehicle Automatic Gear), UAE from 17th December 2023.
- International Driving Permit Islamic Republic of Pakistan from 03rd January 2023.
- Driving License, Traffic Police, Punjab, Pakistan from 16th November 2009.
- Best Buddy Award Certificate by winning Quiz at Business Development Department at MMP, Pakistan.
- Selected as Class Representative in Intermediate.
- Volunteered in Pakistan Engineering Council election in 2018 & 2021.

Skills

Strengths & Skills

Analytical Skills	
Communication Skills	
Technical Skills	
Initiative & Self Reliance	
Commitment & Motivation	

Personal Skills

Leadership	
Innovative	
Flexibility	
Self - Appraisal	
Teamwork	

Technical Skills

AutoCAD 2D.
Computer Hardware & Software.
Mobile Hardware & Software.
Interior Design.
Marketing.
Tele sale.
Document Controller.

Software



Languages



English: Fluent



Urdu: Native



Hindi: Fluent

Declaration

I hereby declare that the details furnished above are true to the best of my Knowledge and is free from any discrepancies.

Moeen Ahmad