

NEAHA ASHRAF

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Abu Dhabi- U.A.E.

CAREER OBJECTIVE

Aimed to be associated with a progressive organization and seeking challenging opportunities that would provide an opportunity for my career advancement and professional growth.

PERSONAL STRENGTH

- Self organized, ambitious, dedicated and hardworking with a goal for career advancement.
- Capable of making own decision and as a part of team.
- Ability to work under pressure of deadlines with ease and efficiency achieving consistent results.
- Proficient in MS Office applications.
- Well acquainted in Team Coordination and multiple Project Execution with the ability to communicate with people at all levels of the Organization.

PROFILE

Sales Administrator with over 15+ years of successful experience in Sales and Operations. Recognized consistently for **performance excellence** and contributions to success in Construction Industry with proven success for prioritizing and dealing effectively with **multiple Projects** simultaneously, **resolving problems**, **improving customer satisfaction** and driving overall **operational improvements** with **strong team building** backed by training in **SAP-Business One**. An **effective thinker**, **self-motivated** with strong planning, organizational and sincere skills offering a well-developed interpersonal, creative ideas and effective management.

MAJOR PROJECTS WON AND EXECUTED

2010- ADNOC HQ and Housing Facility
2011- Abu Dhabi Future Schools
2011- Cleveland Clinic
2011- District Cooling Plants
2011- Mafraq Hospital Expansion
2013- CMW Works
2013- Etisalat Data Center
2013- ADIA- Midfield Terminal Building
2014- Al Habtoor City Downtown
2014- PGC Works
2015- Abu Dhabi Plaza-Astana

PROFESSIONAL WORK EXPERIENCE

VAN LEEUWEN PIPE AND TUBE MIDDLE EAST WLL

January 2010 – Present

- Abu Dhabi, U.A.E.

Designation: Sales Support Executive



Operations Coordinator

- Book verified and approved POs to **SAP-(Business One)** and Endorse all confirmed PO/Pick Ticket/SO to Operations Department for proper execution of jobs
- Update Sales Order Log Book for Finance report and Management decision.
- Assist the Sales Team to understand Delivery capability and participate in the ITO (Inquiry to Order) proposal process on large/ complex projects.

2015- DEWA and FEWA Substations
 2015- The City Walk
 2015- The Royal Atlantis Resort & Residences
 2015- The Living Planet Museum
 2015- The Dubai Frame
 2015- The Al Ain Hospital Expansion
 2015- Dubai Parks & Resorts-
 Bollywood Theme Park and
 Legoland Hotels
 2016- AFCS- Abu Dhabi City Gate
 2016- Fakeeh Academic Medical Center
 2017- Sheikh Khalifa Central Hospital
 2017- Residential Towers-Al Reem Island
 2018- Al Noor Mediclinic Hospital
 2018- EXPO2020- Thematic District and
 Fire Station
 2018- One Zabeel Plot-B
 2019- Expo2020 Link Metro Route

PROFESSIONAL SKILLS

2019 – CRM : Pipe Drive for Sales Team
 2010 – CRM : Sales Force for Sales Team
 2010 – SAP-B1: Inventory and Order
 Booking.
 2006 – Graphic Designing:
 Started "Emotions Club" –
 A Design corner at college
 premises.
 2006 – Accounts: Knowledge of
 Peachtree Accounts.

Computer Applications: **MS Office, Outlook Express, SAP-B1, Sales Force (CRM)**

Certified and Practiced: **Knowledge of Adobe Photoshop, Corel Draw & Quark Xpress.**

Certified: **Basic First Aid with CPR and AED (Year 2020).**

EDUCATIONAL QUALIFICATION

Master of Business

Administration [MBA]

Year- 2021 (currently pursuing)

Ascencia Business School- France

- Prepare Proforma Invoice in coordination with Accounts/ Execution Department.
- Reporting any NCR received from Client to respective QA/QC/ Expediting Department and Division Manager for timely response to Client with positive solutions.
- Update of Purchase Order Activity Planner and Stock Monitoring Sheet in corroboration with Division Manager/ Logistics & Operations management to ensure efficient on time delivery and stock availability.



ACHIEVEMENTS:

- Our Team was instrumental in Winning and successfully executing major Prestigious Projects in last 10 years across the GCC regions. Few accomplishments to mention: CMW & PGC Works, Hospitals and Specialty Centers, Universities and Future Schools, District Cooling Plants, ADNOC HQ and Housing complex, Etisalat Data Center, Residential Towers, and Mixed Use Developments etc.
- Was instrumental by participating in achieving Sales Targets during my tenure.



Sales Support Executive

- Prepare the Tender for prospective Clients in corroboration with Division Manager/ Area Sales Manager/ Regional Manager & other Departments.
- Assist in negotiation process with prospective Manufacturers/ Accredited Suppliers to ensure Van Leeuwen will use those, providing the best services.
- Input all Quotations prepared to Sales Force.com, now updated to 'Pipe Drive.com' and thereafter timely update of CRM for Management decision making.
- Preparation of Prequalification for Technical Submittals for various Clients and Consultant's Approvals.



QA/QC Support

The following duties were assigned in the absence of QC personnel:

- Managed Issued Material Test Certificates (MTC) along with delivery of materials.
- Prepared Packing List and Packing Note for the inspection of materials.

VERGO ENGINEERING ESTABLISHMENT

August 2005 – December 2009

- Abu Dhabi, U.A.E.

Designation: Sales Coordinator and Accountant

- Good knowledge in Sales/Marketing of Building materials and related jobs.
- Preparation, Monitoring and reporting various sales inquiries like quotations, delivery notes, LPOs, invoices etc.
- Preparing Technical Submittals & Reports to various Clients and Consultant's for Approvals.
- Preparing & filing of Sales Invoices, receipt vouchers and controlling of Petty Cash Expenses.
- Dealing with banks for day to day transaction such as regular withdrawals and deposits of Cash and Cheques and prompt Credit Card payments.
- Arranging meetings and appointments for the Manager.
- Preparation of Monthly Customer's & Vendor's Statement of Account and timely follow-up of payments.
- Update customer / supplier database with easy retrieval for the same to others in the organization.

Bachelor of Commerce [B. Com]

Year- 2007

Calicut University- India

AISSCE, CBSE- Delhi

Year- 2004

Abu Dhabi Indian School- Abu Dhabi,
U.A.E.

PERSONAL ATTRIBUTES

Date of Birth: 11 November 1986

Marital Status: Married

Nationality: Indian

Religion: Islam

Driving License: Yes

Visa Status: Under Company's
Sponsorship

Languages Known: English, Hindi, Urdu

And fair knowledge of Arabic.

Hobbies: Reading Books, Designing
Greetings & Posters, Sports Leisure
Activities, arranging playdates for
Children.

REFERENCES

Available on request.

SILVER LAKE PROPERTY MANAGEMENT

November 2004 – May 2005

- Abu Dhabi, U.A.E.

Designation: Administrative Secretary

- Preparation of Lease Agreement.
- Preparing Quotation, Invoices, Cheques etc.
- Drafting business letters, Memos & other Self-Correspondence duties assigned.
- Well versed in filing and maintaining of Document control.
- Prepare advertisement for Newspaper.
- Update website on properties available.
- Research market through internet for available properties.