



# HAMEED SULTHAN

+973 33672903

hameedself@gmail.com

Manama, Bahrain

## PERSONAL DETAILS

Nationality : Indian  
Date of Birth : 19/12/1989  
Sex : Male  
Marital Status : Married  
Passport No : W1144592

## PROFESSIONAL SUMMARY

6 years of experience as a ELV Sales and estimation and 3 Years as an accountant. Results-driven achiever and effective team leader with exceptional interpersonal skills. Highly flexible and adaptable performer; adept at multi - tasking and thriving in a fast-paced environment while coordinating numerous time-sensitive projects. Able to work on own initiative and as well as a part of a team.

## EXPERIENCE

**Pre- Sales & Estimation Engineer**, BHE SYSTEMS W.L.L., Aug 2022 - Aug 2023, Bahrain

- Taking out BOQ from Autocad Drawings for Complete ELV system including Fire alarm
- Matching the specifications received from consultants and sending requests to vendors for pricing Preparing cost Estimation and checking whether all the listed prices are matching with the quantities
- Discussing with Head of Operations for further review.
- Preparing Technical Proposals with the specified details for consultant/client reference along with the datasheets
- Preparing Autocad shop drawings for ELV system, CCTV, GPON, Structured networking, Door access control, wifi system, PA Systems, Traffic Barrier etc
- Experience in handling and negotiation with vendors/Suppliers
- Meeting with clients/Consultants for Technical discussion, attending site meetings etc

**Pre-Sales Engineer**, VISION SECURITY SYSTEMS, Jan 2022 - Jun 2022, Bahrain

- Arranging Meetings with Consultants/Contractors and discussing about the ELV Services
- Collecting customers requirements and discussing about the Products and their Technical Details
- Requesting AutoCAD Drawings from Consultants/Clients
- Preparing BOQ's, Project Estimation, Technical proposals and QS related duties
- Maintaining All Records in the Excel Sheet and doing Follow-up
- Preparing Complete Proposal for ELV and discussing with Clients to clarify if any changes required and convincing them
- Weekly or Monthly meeting with the Consultants/ Contractors to clear all the points and discussing about Minutes of Meeting
- Preparing Weekly Report of Marketing and Visits

## AREA OF EXPERTISE

- Experienced in problem-solving.
- Strong administrative and organizational skills.
- Ability to learn and adopt new technology
- Work effectively both as team member and independently.
- Excellent computer skills.
- Enthusiastic and committed.
- Good team player, Able to work under tremendous pressure
- Good inter-personal relations and communication skills.
- Ensure monthly processing deadlines are met as required.
- Having the ability to provide a quality client service.

## CERTIFICATIONS

- o Training program:- An Introduction to ERP SAP India
- o Training on Personality Development and Skills. (Soft Skills, Personality Development, Communication Skills).
- o Training on Knowledge Management System (KMS)
- o Certification in Airline and Airport Management
- o Student Workshop Certification in SAP PROGRAM - Introduction to ERP.

**Sales Specialist - IT Solutions & Services**, NASTECH GROUP, Sep 2018 - Oct 2021, Bahrain

- Identifying and making contact with new prospective clients and explaining them about Services Arranging meetings with prospective clients
- Meeting clients at their offices, identifying their requirements and then proposing solutions
- Support all pre-sales activities of the company
- Provide detailed information about technical specifications of products marketed by the company
- Demonstrate how the product, be it a software or hardware, works and provide technical advice to customers about installation, usage, and networking
- Meet sales target identified by upper management
- Supporting with Technical Team for Installation and configuring IT related works
- Analyzing Client issues and giving proper solutions
- Develop effective sales plans
- Maintaining client records to prepare various promotions of services and do marketing via different social media channels, i.e., LinkedIn, Facebook, Instagram, email marketing etc.
- Cold calling customers for new businesses
- Involving in ELV Project Planning, Making Site survey whenever needed
- Help develop new business through networking and follow-ups
- Preparing Proposals, Tenders, BOQ, Invoices and sales reports

**Accountant**, ALLIED CONSTRUCTIONS PVT LTD, Apr 2016 - Jun 2017, Chennai, India

- Preparing and recording various vouchers like cash payment, journal, cash receipt, and cheque receipt.
- Account/bank reconciliation, supplier reconciliation. Bank related work (Depositing, transfers, withdrawing & bank guarantees etc)
- Handling vouchers, verification of stock and fixed assets and preparing other details.
- Scrutinizing ledgers, preparing financial statements of the organization. Key skills
- Maintain day to day books of Accounts in Tally, Maintain Petty Cash Book
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors,
- Handles expenses and billing cycles
- Maintains inventory and orders office supplies as needed
- Manages staff expense requests
- Assists in purchase orders and invoicing
- Photocopies and files appropriate documents as needed
- Perform general clerical duties to include, but not limited to, copying, scanning, faxing, mailing and filing.
- Preparation of Daily & Monthly sales report



## LANGUAGE

English	●●●●●
Hindi	●●●●
Tamil	●●●●●
Arabic	●●●●
Malayalam	●●●●

## SKILLS

- **Software Packages:**  
MS Office , SMACC Software , Udaan software ERP 9 , Adobe Photoshop and All windows OS.
- **Hardware skills:**  
Installing and configuring the peripherals, components and drivers  
  
Configuring and troubleshooting desktops, laptops and servers  
  
Effective usage of Internet and Email as communication tools.  
  
Troubleshooting hardware and software problems.  
  
Installing software and application to user standards  
  
Familiar with hardware tools like servers, printer

### **Sales Co-Ordinator**, PETROMECH GLOBAL INTELLIGENT PROCUREMENT SERVICES, Mar 2014 - Mar 2016

- Following up inquiries preparing proposals
- Ensures the product recommended provides the correct technical solution
- Sources the "correct" vendor to order hardware and software from (i.e.: lowest price / highest service)
- Purchasing materials from various sources and by online
- Tracks orders in shipment and provides status updates
- Receiving Request from Clients
- Sending Enquiry to the suppliers
- Analyzing and investigating price, demand and competition
- Negotiating prices, quantities and delivery time-scales.
- Sourcing suppliers by various means.
- Ensuring that products are delivered on time.
- Calculating the impact of any purchases on company sales and gross margin.
- Developing effective working relationships with our suppliers.
- Sending Sales Quotations to the clients and follow-up
- Communicate with Client and suppliers
- Following up with all pending LPO's as well as all works
- Creates Deliverable Schedules
- Payment Follow-ups
- Cold calling to arrange meeting with clients to implement new business strategy
- Processing and releasing Performa, Invoices and LC
- Document controlling

### **Assistant Executive-Finance & Accounts**, SB ADITYA POWER PROJECTS PRIVATE LIMITED, Jul 2012 - Jan 2014

- Tally Update, Petty Cash Handling, Voucher Preparation, Billing, Purchasing
- Admin Support Job: Like, Keeping Attendance, Maintaining Documents, Maintain Filing Process, Arrangement of Stationaries Etc
- Enter Posting of Purchase, Sales, Payment, and Receipt Collection & Journal Voucher
- Handle Cash Transaction & Petty Cash Book
- Day to Day Cash & Bank Transactions
- Preparing Outstanding List of Debtor & Making Payment Follow-Up
- Reconciliation of Bank Statement at the End of Month
- Prepare Bill and Other Invoice In Excel And Word or In Clear- Tax software
- Update Tally regularly and support CA accordingly.

## EDUCATION

**Master of Business Administration (Finance and Human Resource)**  
Nehru Institute of Management Studies, Affiliated to Anna University.,  
Tamilnadu,India

**Bachelor of Science (B.Sc. Bioinformatics)**  
Noorul Islam College of Arts and Science, Affiliated to Manonmanian  
Sundaranar University, Tamilnadu,India