



ABDUL WAHID DALVI

CONTACT

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- Riyadh, Saudi Arabia
- Iqama: Transferable
License: Valid

SKILLS

- Business Development
- Lead Generation and Prospecting
- Sales Strategy and Pitching
- CRM & ERP Tools
- Negotiation
- Team Coordination
- FFD & Logistics enthusiast
- Market Research
- Import/Export Procedures
- Email & Proposal Writing
- Leadership
- Effective Communication
- Market Analysis
- Cross-functional collaboration

LANGUAGES

- English (Fluent)
- Arabic (Intermediate)
- Urdu (Fluent)
- Hindi (Fluent)

HOBBIES

Football
Cricket
Badminton
Research
Swimming

PROFILE

Business professional focused on identifying growth opportunities and forging strong client relationships. Skilled in market analysis, strategic planning, and negotiation to drive revenue and expand market presence. Proven track record in collaborating with teams to meet business objectives and deliver impactful solutions.

WORK EXPERIENCE

Galeon International Shipping Co.

Business Development Officer

04/ 2025 - PRESENT

- Spearheaded business growth by identifying and onboarding new clients, and expanding market reach across key regions.
- Managed the end-to-end sales cycle, including lead generation, pitching, and closing deals, contributing to consistent revenue growth.
- Maintained strong client relationships through regular communication, feedback collection, and issue resolution, to ensure customer satisfaction and retention.
- Oversaw the inquiry management process using ERP software, ensuring accurate and timely follow-up on leads.
- Coordinated closely with the operations and accounts departments to align client requirements with service delivery and billing.
- Provided input on pricing strategies by analysing market trends and customer feedback.
- Collected and analysed customer feedback to drive service improvements and inform product positioning.

DTA Marine Inspections And Survey Services Pvt. Ltd.

Manager- Administrative and Business Development

06/2024 - 08/2024

- Managed smooth office operations and ensured efficient administrative functions
- Planned and coordinated meetings, events, and strategic initiatives.
- Conducted market research to identify new business opportunities and develop strategic plans
- Executed cross-functional projects to enhance collaboration between administrative and business development teams.
- Supervised and delegated tasks to employees to meet key productivity targets.
- Managed team by offering support and constructive feedback to improve skills and maximize potential.
- Led recruitment, hiring and onboarding activities, training new joiners in operational processes and conducting probationary performance reviews.

DTA Marine Inspections And Survey Services Pvt. Ltd.

Executive Cum Surveyor

02/2023 - 02/2024

- Coordinated team activities, providing support and facilitating professional development through training programs.
- Conducted pre-shipment inspections and post-inspection surveys for inspection certificates (PSIC).
- Maintained account files and generated monthly PSIC reports

- Coordinated communications, and record-keeping.
- Interacted with clients using various communication channels to address their needs
- Reviewed and enhanced documents for accuracy and clarity
- Assisted in the development of website, LinkedIn, Instagram, Brochure, PPTs and other promotional materials.
- Managed and executed successful survey projects.
- Created various accounting and sales documents, such as invoices, sales orders, etc.
- Answered customer questions regarding surveys/documents/queries, quotations and Estimated Time of Deliveries (ETDs).

Al Qatari Contracting

General Office Administrator

10/2022 - 01/2023

- Provided clerical support for both routine and special requirements
- Analyzed and oversaw daily operational activities, ensuring efficient workflow
- Evaluated office documentation for accuracy and enhancing productivity
- Maintained accounts and records, ensuring error resolution and problem correction
- Reported on daily office activities to aid managerial decision-making.

EDUCATION

Masters of Business Administration (International Business)

2020 - 2022

Pillai Institute of Management Studies and Research, AICTE Approved

Bachelor of Management Studies (Marketing)

2017 - 2020

C.K.T. College of Arts, Commerce and Science, University Of Mumbai

Higher Education, CBSE Board

2005 - 2017

International Indian School Dammam, KSA