

MANSOOR SHAFI NAGAR

📍 Al- Jubail, Kingdom of Saudi Arabia

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SUMMARY

Experienced Sales Executive with 13+ years in Saudi Arabia and 3 years in India, specializing in sales, project coordination, and HVAC systems. Skilled in customer relationship management, inventory control, and ERP software. Proven ability to manage large-scale projects and drive business growth through effective planning and team coordination.

PERSONAL INFORMATION

Father Name: Abdul Khader

Date of Birth: 15 Apr 1989

Place of Birth: Kasaragod, Kerala

Religion: Muslim, Islam

Nationality: Indian

Marital Status: Married

WORK EXPERIENCE

AL BINA AL AMTHAL TRADING.CO. , SAUDI ARABIA

Aug 2023 - Present

- Working as Sales Executive
- Responsible for purchasing materials from suppliers as per company needs.
- Sell materials directly to individual customers, providing product details and support.
- Handle large-scale sales and supply of materials for major projects.

PRIDEN GENERAL CONTRACTING EST. , SAUDI ARABIA

Nov 2022 - June 2023

- Worked as Business Coordinator
- Arranged manpower and assigned workers to various project sites.
- Managed tools, equipment, and materials needed for daily site operations.

ZAMIL COOL CARE, SAUDI ARABIA

May 2012 - Nov 2022

- Worked as Project Supervisor
- Prepared memos, shift schedules, and official documentation using MS Word.
- Managed email correspondence with department heads using MS Outlook.
- Handled employee paperwork related to GRO, personal department, administration, and finance, including Iqama/passport renewals and timesheets.
- Supervised HVAC installation and dismantling at SABIC-affiliated companies, including AHU, PACU (20T to 70T), and large chiller units up to 300T.
- Gained extensive field experience at SABIC and non-SABIC plants, including SADAF, SHARQ, KEMYA, PETROKEMYA, Ibn Zahr, Ibn Sina, Hadeed, TASNEE, SAHARA, SIPCHEM, Sadara, and private villas.
- Processed time accounting in HRMS (Oracle application) for hourly wage employees.
- Coordinated with administration and payroll for all necessary operational support.
- Arranged transportation services and daily manpower allocations across all project sites.
- Managed material stocks as a storekeeper and maintained vehicle inspection schedules.

- Submitted vacation requests through the Sweet (Oracle ERP) application.
- Maintained organized records of all official documents in monthly and yearly folders.
- Participated in monthly, quarterly, and annual warehouse inventory audits alongside the finance team.
- Procured materials for project requirements, processed supplier RFQs, and managed PR submissions through the system.

COOLKING, HOSANGADI - KERALA

Aug 2010 - Mar 2012

- Worked as HVAC Technician
- Installed and maintained HVAC systems at residential and commercial sites.
- Diagnosed and repaired mechanical and electrical faults in AC systems.
- Performed regular servicing and customer support.

MANGALORE, KARNATAKA

2009 - 2010

- Worked as AC Technician
- Conducted air conditioning installations and routine maintenance.
- Managed customer calls and site visits independently.

EDUCATION

- HSC
- PUC-II

ADDITIONAL INFORMATION

Technical Qualification: Diploma ITI in Air conditioning & Refrigeration

Computer Knowledge : MS Word, MS Excel, MS PowerPoint, MS Outlook, &

Oracle Application-ERP **Languages Known:**

English, Malayalam, Kanada, Urdu, Hindi, Tamil, And Arabic

Hobbies:

Watching Sports and Long riding

Athletic/Sports:

Playing Cricket, Volley ball, Lawn Tennis Table tennis and Chess

PASSPORT DETAIL:

- **Passport #:** U-0710851
- **Place of Issue:** Riyadh KSA
- **Date of Issue:** 12th Feb 2020
- **Date of Expiry:** 11thFeb 2030
- **Valid Iqama No:** 2321809093
- **Valid Saudi Arabia Driving license:** Yes