

MURTAZA DHARUKHANAWALLA

Al Owais Building, Rigga Road, Dubai, UAE • +971555786619 • murtazanaj@gmail.com

SUMMARY OF QUALIFICATIONS

- Over 4 years of experience in technical sales and application in the field of MEP
- Strong background in building & maintaining customer relationship in B2B equipment sales.
- Proven skills in HVAC equipment selection and application.
- Demonstrated ability to perform under pressure and meet tight deadlines.
- Professional communication skills include fluency in English, Hindi and Gujarati
- B.Eng in Mechanical Engineering with honours
- Computer skills include:
 - Ms office proficiency
 - Specialized software for VRF & FAHU selections
 - Solid edge
 - Basic Auto Cad knowledge
 - HAP calculations

PROFESSIONAL EXPERIENCE

Sales & Application Engineer

2017-Present

District Cooling Company, Dubai, UAE

- Identify opportunities to promote HVAC and air conditioning products for the UAE market
- Responsible for the selection of equipment & application based on design requirements
- Estimate the cost of equipment based on selection
- Preparing custom quotation for potential prospects
- Develop strong relationships with Developers, Consultants & E&M Contractors for B2B sales
- Prepare and administer sales contracts and maintain customer records
- Develop sales presentations, proposals or other materials to illustrate benefits of equipment
- Responsible for project tender submissions
- Responsible for making technical submittals with supportive documents
- Consult with clients after sale to resolve problems and to provide ongoing support
- Develop and maintain technical product knowledge to extend it to the clients
- Act as a liaison between the Customer & the service department for installation & AMC contracts
- Attend trade seminars & product meetings

Supply Chain and Sales Coordinator

2014-2017

Al Ashkar Trading – Ashkarco Group of Companies

- Responsible to provide back end support to sales processes and activities
- Estimating the cost of products as per requirement.
- Preparing custom quotation for customers
- Ensure accuracy in sales contracts, scope and deliverables
- Liaise with external agencies for customer inspection and visits

MURTAZA DHARUKHANAWALLA

- Track and ensure optimum levels of maintaining inventory
- Coordinate with operations for dispatch and delivery of products
- Plan organise an oversea operational logistics of the organisation
- Establish work schedules and procedures
- Resolve work related issues
- Ensuring that the safety procedures are followed at all times

MEP Engineer Trainee

2014

Adnan Saffarini – Engineering Consultants

- Learnt & applied principals of designing the MEP services under the supervision of the mechanical engineer for commercial/residential projects
(HVAC / Drainage / Firefighting)
- Learnt planning and project management, prepare material cost and timing estimates

Special Products Engineer

2011-2012

Ambiance General Trading and Interiors

- Meet and learnt client requirements for projects
- Help the client in designing the products based on the current market availabilities
- Provide input into product design where products must be tailored to suit client needs
- Supervised fabrication for custom made products on CNC machines for clients
- Requisition supplies and materials
- Ensuring client requirement is met with standards

PART TIME EXPERIENCE

Ground Operations Coordinator

2009-2013

Dubai Sports City, Dubai, UAE

- Plan and execute the entire layout of the Dubai International Cricket Stadium for the event
- Coordinate Operations and F&B
- Carrying out administrative activities
- Liaison for the international cricket teams
- Supervising the pre event setup

VOLUNTEER EXPERIENCE

Usher

2009

Flash events, Dubai, UAE

- Greet and guide guests to their designated zones
- Regulating flow of guests in & out of the event

MURTAZA DHARUKHANAWALLA



Usher

2009

Artaaj, Dubai, UAE

- Greet and guide guests to their designated zones
- Regulating flow of guests in & out of the event

EDUCATION

Bachelor of Engineering in Mechanical Engineering with Honours

2014

Heriot Watt University, Dubai, UAE

(equivalent to a Bachelor of Mechanical Engineering degree, as determined by World Education Services in Toronto, ON)

REFERENCES

- Available upon request