

# Rahman Khan Resume

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## **Objectives:**

A resourceful individual with a proven track record in implementing successful marketing strategies looking for a challenging role in a reputable organization which offers professional and personal growth while expanding my learnings, knowledge and skills while making a significant contribution towards the success of the company objectives.

## **Qualification Summary:**

- Proficient in procurement and logistics, with a deep understanding of corporate policies and import/export procedures.
- Experienced in leading and managing a multicultural workforce of over 100.
- Exceptional in using independent judgment to resolve contract issues and proficient in preparing and implementing contracts.
- Highly skilled in leadership, team-building, and presentation, with excellent negotiation skills. Fluent in Arabic speaking.
- Well-organized, proactive, and flexible with the ability to work well under pressure and effectively collaborate with peers, management, and vendors to swiftly resolve complex issues.

## **Work Experience:**

### **Sales Manager: (Polimar EST. Saif Zone Sharjah): Since July 2022 till date.**

**Products:** Vehicle Refinishing [System Consumable (2k and Basecoat Paint, Clears, Primers, Putties, Thinners, Hardeners etc. With Masking Systems Tools, Dry Sanding Paper System with Vacuum, Polishing System, Equipment's Accessories and Sealants.

#### **Responsibilities:**

- Attained individual sales target of 500k through persistent follow-up with new and existing clients, utilizing ethical sales strategies and delivering exceptional customer service.
- Mastered BODYSHOP training by effectively utilizing color mixing techniques, dry sanding system, polishing, SprayPal, and precise product mixing in accordance with Technical Data Sheets (TDS).
- Strategically managed and developed UAE Territory by cultivating ethical and collaborative relationships with key customers, expanding customer base, and promoting products to meet market demands.
- Directed and supervised a team of 6-8 staff members, allocating resources according to changing needs, managing the technical team, and providing technical expertise and support to new and existing customers. Conducted painter assessments and facilitated the fixing of the mixing machine once approval from new clients was received.

### **Procurement & Logistics Operations Manager (GM): United National Trading Co. (UNTC) LLC. – Dubai. (Dealer of National, Jotun, Some International Paints Co's. with Enoc Lube Oil & Other Petroleum Products etc.): Since Sept. 2013 – July 2022.**

**Products:** Decorative paints for Import, commercial and residential villas Fire In-tumescent Paint, Floor anti slippery coating Marine and Yacht paint, Lube Oil (OW-30, OW-40, 5W-30, 5W-40, 10W-30 etc.) of different grades. Grease and Adhesives.

#### **Employee supervision and Operations management:**

- Fostered lucrative business relationships with Africa and Middle East countries, driving substantial sales volumes by strategically marketing and selling products to wholesalers.
- Distinguished as a collaborative team player with exceptional interpersonal skills, adept at establishing and maintaining strong relationships with co-workers, subcontractors, and management.
- Provided unparalleled customer service, support, and on-site instruction, surpassing expectations and ensuring optimal customer satisfaction through meticulous attention to detail.
- Aligned interdepartmental efforts, optimized procedures, liaised with stakeholders, directed teams for peak performance and goal attainment."

**Procurement:**

- Overseeing procurement of production, construction, and maintenance materials, including spare parts and client material.
- Developing and implementing procurement strategies aligned with organizational objectives.
- Sourcing and negotiating material rates, delivery times, and quality locally and worldwide.
- Managing logistics and transport budgets, training staff, and negotiating with free zones and local authorities.

**Supplier Management:**

- Working with business leaders who have identified a business need or requirement to identify, source, contract, and procure the needed goods or service from qualified suppliers.
- Managing supplier performance (monthly, quarterly, half yearly, annual).
- Implementing technologies, processes, policies, and procedures to support the purchasing process (Supplier Relationship Management).
- The supplier relationship management process: a process for providing the structure for how relationships with suppliers will be developed and maintained.

**Contracts Management:**

- A partnership agreement may be a contract which formally establishes the terms of a partnership between two legal entities such that they regard each other as partners' in a commercial arrangement.
- Analyzing contracts for effectiveness, identifying areas of weakness and implementing improvements to increase margins
- Assisting in tender agreements, providing quality information pertaining to bids.

**Awards & Achievements:**

- Awarded with “BEST PAYMENT” for the Year 2013-14 – from JOTUN Paints.
- Awarded with “BEST SALES INNOVATION” for the Year 2014-15 – from JOTUN Paints.
- Awarded with the Title “BEST PERFORMER” for the Year 2014-15.

**Procurement, Transport & Logistics Manager: Bin Fadhel General Contracting and Transport EST. – Dubai: Since Sept. 2003 – April 2013.**

- Optimize vehicle movements and reduce maintenance costs through cost-cutting measures and proactive monitoring of maintenance and performance.
- Maintain correspondence with contractors, suppliers, and other stakeholders to ensure smooth operations and timely delivery of materials.
- Resolve any issues with RTA, police, and government offices to ensure compliance with regulations and maintain the safety and security of staff and vehicles.
- Ensure timely transportation of materials to various sites and oversee inventory management with regular reviews of maintenance records and collaboration with workshop and yard staff.
- Foster discipline among staff and take appropriate action in case of disciplinary or behavioral problems, ensuring a safe and efficient workplace.
- Manage petty cash, handle bank activities, maintain accounts, and collect payments from contractors to ensure financial stability.
- Participate in contract negotiations and finalize agreements for the supply of materials, overseeing all import and export procedures.
- Oversee material management, including purchasing, receipt, inspection, storage, maintenance, and all related functions involved in proper purchasing and material control.
- Supervise project support responsibilities such as site security, recycling, temporary fencing, jobsite signage, and more to ensure efficient and effective operations.
- Manage and supervise procurement teams, customs clearance teams, logistic executives, sales and marketing teams, and other personnel engaged in purchasing, material management, and project support.

**Contracts Purchaser: Al Rostamani Pegel Construction – Dubai: Since Jan. 2001 – April 2003.**

- Streamlined material procurement process, skillfully negotiating contracts with suppliers to support construction sites and meet tight schedules.
- Drafted tender documents for MEP subcontracting jobs, skillfully managing the bidding and negotiation process to select the best vendor.
- Managed stock inventory levels and organized stored items, ensuring prompt fulfillment of site requisitions and operational needs.
- Contributed to the development of departmental policies and prepared L.P.O.s in accordance with site requisitions.

**Purchasing Assistant: Unity Contracting Co / Emirates Road Contracting – Dubai: Since Oct.1996 to Dec.2000.**

- Expedited purchase orders by identifying and resolving vendor or shipment problems.
- Maintained operating files of departmental information and prepared related reports.
- Researched product market information relating to office furniture, heavy equipment, site requirement and supply purchases and monitored delivery schedules to ensure material arrives on time.
- Advised and coordinated with other departments throughout the company regarding purchasing projects and potential bids.
- Inventory of goods received/issued and Interlocation transfer of materials.

**1. FLEET MANAGEMENT**

- Handling of vehicle movements.
- Tracking general vehicle information and monitoring maintenance and performance of vehicles.
- Monthly allocation of charges to the group companies pertaining to group transportation
- Preparing of MIS Reports

**2. MANPOWER PLANNING**

- Optimum use of manpower at different sites
- Preparation of daily site schedule for the staff
- Arranging transportation for the staff

**3. INVENTORY MANAGEMENT**

- Inventory of goods received/issued
- Inter location transfer of materials

**4. Others**

- I am capable of meeting tight deadlines under adverse conditions too. I am also a good organizer and team player. I can get along well with people at all levels and can lead people to give in their best. I am also quick at appraising changes, with a sharp acumen for learning new concepts and mastering new skills.

**PROFESSIONAL CREDENTIALS:**

- Completed MBA from Eastern Institute for Integrated Learning in Management (Specialization in Logistics) India in the year 2011.
- Graduation in Bachelors of Arts in Economics from University of Bangalore (India) in the year 1996.
- Computer Software course from International School of Computer Technology (ISCT) Bangalore (India) in the year 1995.
- Extremely proficient in MS-Office, MS Word, Excel.
- Completed Indoor/Outdoor, Signage and Chemical Safety from SERCO Gulf International –Dubai.

**PERSONAL DETAILS:**

Nationality	:	INDIAN
Date of Birth	:	28 <sup>th</sup> March 1975
Sex.	:	Male.
Marital Status	:	Married.
Passport No.	:	U3976743
Place of Issue / Date	:	Bangalore /22 <sup>nd</sup> July 2020
Driving License No.	:	UAE License No. 618977 (Car & Motor Bike)
Place of Issue / Date	:	DUBAI / 21st May 2002

RAHMAN KHAN