

# ABDULLAH AL MARUF

📍 399, North Badda, Gulshan, Dhaka.

☎ +880155-2355148

✉ il.maruf2008@gmail.com



## SUMMARY

Energetic Project Sales Engineer with 9 years of business development experience for **Electrical Substation, BBT and Diesel Genset Equipment**. Technical solution provider with a will-do attitude, excellent communication and negotiation skills with a strong sales management focus.

## EDUCATION

2015 Dhaka, Bangladesh	B. Sc. In Electrical and Electronic Engineering (EEE) <b>American International University-Bangladesh. (AIUB)</b>
2010 Dhaka, Bangladesh	Higher Secondary School Certificate (HSC) <b>Dhaka City College, Dhaka</b>
2018 Dhaka, Bangladesh	Secondary School Certificate (SSC) <b>Dhanmondi Govt Boys' High School, Dhaka.</b>

## WORK EXPERIENCE

From Nov, 2023  
To continue

### CROSS WORLD POWER LIMITED | MANAGER,



- Attend pre-sales meetings to explain and manage client expectations.
- Prepare tender documentations in alignment with the tender schedules, technical specifications, and drawings.
- Communicate with manufacturers regarding technical and financial proposal.
- Check and confirm the Manufacturer's technical documentation and drawings.
- Ensure to meet the sales targets.
- Prepare weekly/monthly progress reports to present to the management team.

From Oct, 2021  
To Nov, 2023

### ADEX CORPORATION LIMITED | DEPUTY MANAGER



- Attend pre-sales meetings.
- Prepare technical and financial proposals as per BOQ and technical specifications.
- Prepare design and drawings.
- Prepare tender documentations in alignment with the tender schedules, technical specifications, and drawings.
- Follow up on the submitted proposal with the client on a regular basis.
- Ensure to meet the sales targets.
- Prepare Bill invoices, submit and follow up the payments.
- Prepare weekly/monthly progress reports to present to the management team.
- Coordinate the manufacturers, installation and service support teams to ensure the smooth project operation.

From Sept, 2019  
To Oct, 2021

### **ADEX CORPORATION LIMITED | ASSISTANT MANAGER**

- Visited customers to collect enquiries.
- Discussed technical and financial issues with customers.
- Prepared offers and drawings.
- Submitted offers and followed up with customers.
- Ensured to meet the sales targets.

From Sept, 2017  
To Sept, 2019

### **ADEX CORPORATION LIMITED | ENGINEER**

- Coordinated the sales team's official activities.
- contributed in tender preparation work.
- Maintained project sales and tender documentations.
- Managed technical coordination meetings with clients, contractors, and manufacturers.

From Aug, 2015  
To Sept, 2019

### **ADEX CORPORATION LIMITED | ASSISTANT ENGINEER**

- Collaborated with senior sales engineers to achieve the team sales target and to maintain the project's profitability.
- Worked as supporting to ensure the best quality tender documentation.

## **SKILL**

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- Solid technical background
- Tender Documentation
- English Speaking
- Good business sense
- Likeability
- Customer relationship management
- Negotiation
- AutoCAD
- MS Office

## **REFERENCE**

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Engr. Ariful Islam  
AGM, Cross World Power Limited  
1/B, Road-90, Gulshan-2, Dhaka.  
+8801755514731  
ariful@cross-world.com

Engr. Sultan Mahmud  
Director, Adex Corporation Ltd  
374, Tejgaon I/A, Dhaka.  
+8801730705177  
mahmud@adexbd.com



**- ABDULLAH AL MARUF**