

Dear Sir,

Please accept this letter and the accompanying resume as an expression of my interest in joining your esteemed organization.

I am writing to express my interest in the **Business Development Manger** position. With a strong background in ventilation, life-safety products/services, installation, adherence to international standards and guidelines, and team leadership. I am confident in my ability to contribute effectively to your organization's objectives.

In my previous roles, I successfully generated potential leads and vendor-listed our product portfolio with prestigious clients such as Red Sea Global and consultants like Khatib & Alami, WSP Middle East and EGIS. I have also maintained strong business relationships with clients and consultants across the GCC countries.

Furthermore, I possess strong problem-solving skills and excel in communicating effectively with stakeholders, clients, consultants, contractors, and regulatory authorities to ensure compliance with all relevant regulations and standards.

I am excited about the opportunity to join your team and contribute to the continued success and growth of the company. Please find my resume attached for your review.

Thank you for considering my application.

Sincerely,

**Saad Surve**

B.E. Mechanical

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# Saad Mushtaq Surve

Assistant Business Development Manager



 Jeddah, Kingdom of Saudi Arabia

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 saadsurve28@gmail.com

## Profile Summary

A result oriented professional with a strong +08 years of work experience with the MEP background in commercial, residential and Industrial projects. Graduated in Mechanical Engineering from Pune University, Maharashtra, India. Skilled in business development, business development strategy, technical marketing, operations planning and control, time management, operations and maintenance.

## Area of Expertise

Business Development & Market Expansion    Market Research & Competitive Analysis    Vendor Registration  
Client Relationship Management    Strategic Planning & Execution    Negotiation & Communication Skills  
Technical Presentation    Leadership    Awards Submissions    Lead Generations

## Open to Work

Business Development Manager

Sr. Technical Engineer/Manager

## Vision & Objective

To achieve a sound position in the engineering world and work enthusiastically with a team to achieve the goals of the organization. My career objectives are twofold. As a mid-term objective, I would like to utilise the basket of knowledge & experience within the organization in which I will be working in the near future. Finally, as my long-term objective, I would like to be a part of the management.

I am a multi-talented and innovative qualified Mechanical Engineer with good communication skills, hardworking, responsible and ready to work under pressure with good leadership qualities and know the importance of time management.

Self-motivated, responsible, capable of working under pressure and meet the respective deadlines.

## Academic Details

Degree / Course	University / Institution	Year of Passing
Bachelor's Degree in Mechanical Engineering	Pune University	2017
Diploma in Mechanical Engineering	Maharashtra State Board of Technical Education, Mumbai	2013

## Work Experience

Organization	Designation	Country/Region	Duration
Maico Gulf LLC	Assist. Business Development Manager	Jeddah, KSA	June 2025 – Till Date
Central Ventilation Systems Co. LLC	Sr. Technical Engineer	Sharjah, UAE	May 2020 – May 2025
Heritage Palace Contracting LLC	Project Engineer - HVAC	Sharjah, UAE	Apr 2018 - Apr 2020
Swastik Maintenance Services	Technical Executive - HVAC	Mumbai, India	Jul 2017 - Mar 2018

## Roles & Responsibilities

1. Working as '**Assistant Business Development Manager**' in M/s Maico Gulf L.L.C., Jeddah, K.S.A. (Eastern & Western Region) from June 2025 to Present.



### Key Responsibilities

- Identifying new business opportunities, conducting market research, and assisting in the execution of sales strategies aligned with organizational objectives and country's Vision 2030 initiatives.
- Supported the development and implementation of business growth strategies across KSA and GCC markets.
- Identified and pursued new leads through market analysis, networking, and client outreach.
- Assisted in preparing proposals and conducting presentations for government and private sector clients.
- Built and maintained strong relationships with key stakeholders and strategic partners.
- Coordinated with cross-functional teams to ensure successful project delivery and client satisfaction.
- Monitored market trends, competitor activities, and regulatory developments in Saudi Arabia.
- Contributed to achieving annual sales targets and revenue growth objectives.

2. Working as '**Sr. Technical Engineer**' in M/s Central Ventilation Systems L.L.C., Sharjah-UAE, from May 2020 to May 2025.



### Collaboration With Clients & Consultants For Vendor Listing:

- **Vendor/Master Listing of Life-Safety Products/Services:** Ensure life-safety products/services are listed on the vendor list from both client and consultant ends.
- **Conduct Technical Presentations:** Deliver technical presentations to various stakeholders in the construction industry to ensure the company's product vertical is included during the project design stage.
- **Consultant Support for Design Stage:** Support consultants during the design phase to enhance project specifications related to life-safety products/services.
- **Troubleshoot Technical Queries & Provide Technical Expertise:** Resolve technical queries related to the products and offer technical advice, best practices, and expertise to internal teams, assisting them in customer-facing technical meetings.
- **Review Material/Technical Submittals & Respond to Consultant Comments :** Evaluate material/technical submittals for compliance with project specifications, particularly for life-safety products like smoke management systems.
- **Support Sales Team for Submittal Approval:** Meet with consultants to support the sales team and obtain submittal approvals.

### Responsibilities At Site:

- Civil Defense Inspection
- Assist Civil Defense Inspector
- Site Inspection of Installed Products
- Ensure Compliance with Standards
- Inspection Report Issuance

## Roles & Responsibilities

3. Worked as '**Project Engineer - HVAC**' in M/s Heritage Palace Contracting LLC, Sharjah-UAE, from April 2018 to April 2020.



### Project Management Responsibilities:

- **Develop Project Objectives:** Review project proposals and plans in collaboration with management to define clear project objectives.
- **Assign Responsibilities:** Identify project phases and elements, assign personnel accordingly, and review subcontractor bids.
- **Control Project Plan:** Oversee design, specifications, and schedule changes, providing recommendations for necessary adjustments.
- **Determine Project Schedule:** Analyze project plans and specifications to calculate requirements, ensuring timely availability of materials.
- **Monitor Project Progress:** Track project progress, coordinate activities, resolve issues, and ensure the project stays on schedule.
- **Collaborate Across Departments:** Work closely with other departments to ensure smooth project completion.
- **Prepare Status Reports:** Collect, analyze, and summarize project information, trends, and recommend actions in status reports.
- **Ensure Safe Working Environment:** Enforce SOPs, rules, and regulations to maintain a safe and clean working environment.
- **Client Management:** Take responsibility for managing client relationships and negotiating all project-related details.
- **Site Inspections:** Conduct timely site visits to inspect daily progress and ensure work aligns with project requirements.
- **Progress Reporting and Invoicing:** Prepare progress reports and submit work-in-progress invoices to clients on time.

4. Working as '**Technical Executive - HVAC**' in M/s Swastik Maintenance Services Mumbai, India, from July 2017 to March 2018.



### Technical Services Management:

- Oversee all technical operations - during shift duty, managing building assets and engineering teams, and supporting the Property Manager with client and occupant coordination.
- Manage electromechanical and utility services, supported by the technician team.
- Prepare and implement Planned Preventive Maintenance (PPM) schedules.
- Conduct regular inspections to identify risks and defects.
- Review subordinate staff performance and provide guidance as needed.
- Ensure proper documentation, follow-up on assets under defect liability, and maintain service level agreements.
- Schedule monthly vendor meetings, address daily matters, and ensure corrective actions.
- Monitor monthly readings and ensure proper completion of check-sheets and logbooks.
- Ensure work permits are in place and safe working practices are followed.
- Assist in risk assessments and root cause analysis for system failures and breakdowns.
- Maintain engineering reports (DMR, MMR) and collaborate with regional teams to ensure timely report closures.
- Promote the safety slogan "No Safety, No Work" across services.

## Personal Profile

▪ Full Name	:	SAAD MUSHTAQ SURVE
▪ Date of Birth	:	28th- June- 1992
▪ Gender	:	Male
▪ Nationality	:	Indian
▪ Marital Status	:	Married
▪ Permanent Address	:	Sharjah-U.A.E.
▪ Linguistic Abilities	:	Arabic (basic), English, Hindi, Marathi & Urdu
▪ Driving License	:	<b>Valid KSA &amp; UAE License</b>
▪ Visa Status	:	<b>On Employment Visa (Engineer)</b>
▪ Notice Period	:	<b>60 days</b>

## Declaration

I hereby declare that all the information stated above is true to the best of my knowledge.

**Date:**

**Place: Jeddah, K.S.A.**

**Signature**

**(SAAD MUSHTAQ SURVE)**