

MOHAMMAD FAIZAN

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Results-driven Glass Estimator with extensive experience in cost estimation, project management, and client relations within the UAE market. Proven expertise in managing sales, creating accurate quotations, and optimizing project costs. Skilled in using ERP systems for order management and improving operational efficiency. Strong communication and technical support skills, with a track record of delivering high-profile projects on time and exceeding sales targets. Seeking to contribute to organizational growth and success.

SKILLS

- Glass Estimation & Cost Optimization
- Sales, Negotiation & Client Relations
- Project Management & Budgeting
- ERP System Implementation
- Order & Process Management
- Quotation & Proposal Preparation
- Technical Support & Troubleshooting
- AutoCAD Drafting & Design
- Market Analysis & Business Growth
- Team Training & Development

EXPERIENCE

Glass Estimation Engineer

January 2024 – February 2025

White Aluminium Enterprises (Glass Division) – Abu Dhabi, UAE

- Reviewed tender documents and assessed requirements to determine the next steps.
- Managed inquiries, followed up on missing documents, and clarified project details.
- Created comprehensive quotes by organizing numerical and descriptive data.
- Liaised with suppliers to evaluate costs, material availability, and specifications.
- Analyzed project expenses to ensure accurate cost control and financial reporting.

Sales & Estimation Executive (UAE Market)

November 2021 – January 2024

New Al Khalidiya Aluminium & Glass LLC – Abu Dhabi, UAE

- Oversaw sales operations in the UAE market and effectively managed counter sales.
- Drove sales growth by implementing strategies to achieve and exceed company targets.
- Attended to existing customer needs while actively identifying new business opportunities.
- Researched new products and continuously monitored competitor activities and trends.
- Fostered and maintained strong customer relationships to ensure long-term business success.

Achievements

- Utilized sales and marketing expertise to enhance delivery efficiency by 35%, resource utilization by 25%, and commitment levels to 95%.
- Consistently achieved an average monthly sales target of 250,000 AED throughout my career.
- Successfully secured and completed prestigious projects, including:
 - Shaika Media Palace (2,500 sqm)
 - Sharjah Sustainable City (13,000 sqm)
 - V Tower DSO (2,000 sqm)
 - Blue Wave Tower - Tiger Dubai (2,000 sqm)

Glass Estimator & Order Management Executive

September 2015 – October 2021

Future Architectural Glass LLC – Ras Al Khaimah, UAE

- Estimated and budgeted costs to align with product and project requirements.
- Optimized order processing and efficiently released orders for production.
- Provided technical support to the production team, resolving issues with released orders.
- Assisted the sales team by offering technical guidance on glass performance and pricing strategies.
- Coordinated with suppliers to ensure material availability and cost-effective procurement.

Achievements

- Demonstrated expertise in estimation, optimization, and creating proforma invoices.
- Skilled in 2D drafting and designing glass façade partitions and shower cubicles.
- Excelled in both written and verbal communication while managing multiple tasks efficiently.
- Resolved complex order management issues with effective solutions.
- Implemented the ERP system for the Order Management Department independently.
- Trained new hires in the Order Management Department, ensuring smooth onboarding.
- Nominated for Employee of the Month in December 2018.
- Awarded Employee of the Month in October 2018 for outstanding performance.

Sales Coordinator

September 2013 – August 2015

Gurind India Pvt. Ltd., Noida – Delhi, India

- Created detailed production drawings based on specific product requirements and specifications.
- Estimated costs for export furniture mirrors, ensuring accurate pricing and margins.
- Provided comprehensive technical support and developed inspection plans for export orders.
- Coordinated daily and weekly material dispatches based on precise client requirements.
- Supplied detailed dispatch plans to the commercial team to ensure seamless coordination.

Autocad Draftsman & Estimator

February 2011 – September 2013

Gold Plus Group, Rohini – New Delhi, India

- Created proposal drawings tailored to client requirements and specifications.
- Developed production drawings to guide the production team in manufacturing.
- Supplied site installation plans to the fixing team for efficient execution.
- Provided technical support to the fixing team, addressing site-specific conditions.
- Planned daily glass installation work, aligning it with the dispatch schedule.
- Managed orders, including estimation, optimization, and proforma creation for products and projects.
- Resolved client issues and complaints related to costing and proformas efficiently.
- Handled queries and feedback, ensuring prompt and professional responses.
- Coordinated with production and sales teams to implement operational guidelines and policies.
- Prepared daily and weekly reports on proformas and release orders for management approval.

EDUCATION AND CERTIFICATIONS

Master of Business Administration (MBA) • Amity University – India (2020)

Bachelor of Commerce (B.Com) • IGNOU – India (2014)

Diploma in AutoCAD • AITC – India (2011)

LANGUAGES

- English
- Hindi
- Urdu

PERSONAL

Date of Birth : 24 June 1991
Nationality : Indian
Marital Status : Married
Passport No. : R 4859719
Driving License : Valid UAE License