



MOHAMMED NIHAL

PROJECT COORDINATOR



nihalhussain94@gmail.com



+971 56 70 30 543



Abu Shagara,
Sharjah

WORK EXPERIENCE

May 2019- Present

Project Coordinator

Gulf Glass Industries Co. Ltd, Sharjah

- Generating leads and focusing on business development through bringing in various tender projects.
- Liaise between customer and sales team, facilitating communications and keeping appropriate parties updates on projects developments.
- Responsible for the complete sales cycle from lead generation up to order processing.
- Responding to request for Quotations (RFQ's) on time and responsible for negotiating and closing deals
- Communicate with the team members to keep project on schedule.
- Maintaining project schedules by managing timelines and making proactive adjustments.
- Managing, tracking, and monitoring the progress of projects through maintaining high standards with my team in addition to quality assurance.

Jul 2018- Mar 2019

Project Engineer

Shabab Al Waha Technical Trading Company, Sharjah

- Prepared and reviewed engineering specifications, scope of work, schedules of payments and other documents
- Determined and scheduled priorities as required to progress engineering work
- Completed daily construction tasks while providing safe working conditions, staying on budgets and meeting project deadlines,
- Maintained project schedules and time requirements
- Managed field work operation activities and organization of 10 sub-contractors daily.
- Presented procedures, rules and regulations to sub-contractors involved in the project while maintaining an HSE environment

EDUCATION

Jun 2013 – Mar 2018

BTECH in Mechanical
Engineering

Federal Institute of Science & Technology

Cochin,
Kerala.

PROFILE

Experienced Project Coordinator with a demonstrated history of working in the engineering industry. Skilled in AutoCAD, negotiation and project delivery. Strong program and project management professional with a Bachelor of Technology (Mechanical Engineering) focused in Project Management from FISAT, Kerala.

SOFTWARES

+ Primavera	●●●●●●●●●●●●●●●●
+ CSS	●●●●●●●●●●●●●●●●
+ Javascript	●●●●●●●●●●●●●●●●
+ C++	●●●●●●●●●●●●●●●●
+ PHP	●●●●●●●●●●●●●●●●
+ HTML	●●●●●●●●●●●●●●●●
+ AutoCAD	●●●●●●●●●●●●●●●●

LANGUAGES

+ English	●●●●●●●●●●●●●●●●
+ Hindi	●●●●●●●●●●●●●●●●

PERSONAL SKILLS

- + Strong organization skills
- + Ability to multi-task
- + Attention to detail
- + Self-motivation

Jun 2011 – Mar 2013
High School

Delhi Private School,
Sharjah,
UAE

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+<https://www.linkedin.com/in/mohammed-nihal-45142914b/>

PROFESSIONAL SKILLS

- Communication
- Project Management
- Engineering
- Project Performance
- Business Analysis
- Product organization
- Schedule management

WORK EXPERIENCE REFERENCES

Allister Pinheiro

GGI – Asia Sales
Manager

Phone: +971 55 22 41 641

E-mail: alister.pinheiro@gulfglass.com

Naushad

Shabab Al Waha – Sales
Manager

Phone: +971 52 69 18 875

E-mail: shababalwaha@gmail.com