

## PERSONAL INFORMATION



## Ghulam Mustafa

- 📍 Mohallah Islam Nagar near masjid Muhammad Rasool ul Allah Gujrat Punjab, Pakistan
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Sex Male | Date of birth 30 March 1989 | Nationality Pakistan

## PERSONAL STATEMENT

I am designer & Furniture Estimator specialized in Office Furniture design, Product Design & interior Design. As a designer, I am a problem solver at heart & strive to deliver the most effective solutions at the highest of standard. I seeking the position of a **Product Specialist – Office Furniture** in a highly respected organization where I can contribute my skills and experience in different processes of Office furniture.

## WORK EXPERIENCE

09/03/2017–Present

### Office Furniture Designer & Estimator (Projects & Tenders)

Midas Furniture, Riyadh (Saudi Arabia)

- Assist in modifying drawings, preparing design and contract documents, and developing space plans. Make 3d Renders for client.
- Prepare quotations, detail technical data sheets, catalogs for Projects and Tenders
- Office Furniture Space Planning/design, creating and giving presentations, Product specifications
- Manage sales requests for product samples and materials-ship, track and follow up with field sales.
- Answer questions about product and provide technical information about products.  
Handling the overseas order and
- Handling communication for all concern from the supplier
- Support to sales team all over the company branches in Saudi Arabia.  
rm professional demonstrations or presentations of Office Furniture products
- Analyze specifications, raw materials and other cost factors
- Go to sites take measurements work with labors guide them how to install furniture.
- Research and collect new product specifications to be incorporated into production documents.
- Maintain effective relationships with all established Furniture supplier resources.
- Developed awesome relationships with clients, vendors, architects and other project team members.

26/04/2015–21/06/2016

### Office Furniture Designer & Estimator (Projects & Tenders)

A & F AL Rashid Furniture, Riyadh (Saudi Arabia)

- Assist in modifying drawings, preparing design and contract documents, and developing space plans. Make 3d Renders for client.
- Make professional presentations to clients.
- Present design to client for approval and revised achievable desires by clients.
- Select, suitable furniture from our different suppliers. Maintained project report for all the processes.
- Analyze specifications, raw materials and other cost factors
- Go to sites take measurements work with labors guide them how to install furniture.
- Research and collect new product specifications to be incorporated into production documents.
- Maintain effective relationships with all established Furniture supplier

March/2012–Feb/2013

### 3D Designer

Edge Design Studio, Gujrat (Pakistan)

- Making Drawing.
- 3d Models.
- Visiting Sites.
- Purchasing Raw material.
- Coordination with labor.

03/03/2011–01/03/2012

### Designer

Decent Furnishers (PVT.) LTD., Gujrat (Pakistan)

- Design new furniture and Look after showroom.
- Make professional presentations to clients through on-site appointments.
- Assist in modifying drawings, preparing design and contract documents, and developing space plans.
- Go to sites take measurements work with labors guide them how to install furniture.
- Make 3d Renders for client.
- Created proposals and presented designs to clients.

15/08/2010–11/10/2010

### Interior & Furniture designer

Decent Furnishers (PVT.) LTD., Gujrat (Pakistan)

Internship (Two Months)

## Education

2017-2018

### Diploma in Interior Design

[www.theinteriordesigninstitute.co.uk](http://www.theinteriordesigninstitute.co.uk)

2007-2011

### BS(Hon's) in Design

(Specialization in Product Design)

University of Gujrat

2005-2007

F.A in Computer science  
BISE Gujranwala

2004-2005

Matriculation in science  
BISE Gujranwala

Organisational / managerial  
skills

- Excellent oral and written communication skills
- Ability to work under pressure, prioritize tasks and meet deadlines
- Ability to relate to different people and adapt to new tasks
- Over 5 year's well-built experience in Office Furniture Industry in Saudi Arabia.
- Build strong, trusting relationships with internal and external partners.
- Sorting mail, and sending and receiving faxes
- selections, space planning and architectural elements
- Able to work independently and use initiative
  
- Well-organized, patient and diplomatic
- Can work for extended hours to ensure completion of projects within deadline
- Advised client on interior design factors such as space planning, layout and utilization of furnishings or equipment, and colour coordination.

Personal Skills:

3DS Max  
Auto Desk Revit  
Adobe illustrator  
Space planning  
Model making

Auto Cad  
Adobe Photoshop  
Sketching  
Product & Furniture Designing  
Tender & project Quotation/Proposal

Language Skills:

German  
English  
Urdu

A2  
Expert  
Mother language