

# Masood Iqbal

Office Admin (Work Matrix Interior Co), Sales Representative  
9+ Years' Experience Including Qatar Universal Trading &  
Contracting Co



2/239 Hidayath Nagarr 4<sup>th</sup> Street  
Melvisharam, Vellore Dt  
Tamil Nadu, India-632509

Mobile- +918971436147, E-Mail: [Mouizmaaz@gmail.com](mailto:Mouizmaaz@gmail.com)

## Qualification:

- **Bachelor Degree of Business Administration 2004-2007**  
*C.Abdul Hakeem College Melvisharam, Thiruvalluvar University, Vellore, India.*
- **Board Of Intermediate (H.S.C) - 2002-2004**  
*C.Abdul Kakeem HSC Melvisharam*

## Skills:

- Communication/Negotiation/Facilitation.
- Problem Solving and decision making.
- Flexible/Assertive/ Adaptable.
- Energetic, patient, and confident.
- Ability to learn the process fast

## Work Experience:

January 2008  
- 2012

**Office Admin**  
**Work Matrix Interior Co., Bangalore .**

- Monitor and authorize entrance and departure of employees and visitors
- Maintained accurate and up-to-date in-house health and safety training records of employees and education compliance to ensure a shared knowledge base throughout the company
- Update and plan Journey Management in order to ensure the safe movement of rig employees and Materials/ Equipment's.
- Take ownership of assigned tasks and works actively on alternative solutions if

required to achieve the task.

- Prepare and update monthly time sheet of 100 employees and prepare Monthly rental equipment time sheet.
- Maintaining good relations with the 3rd party service engineers and representatives and takes care of their safety, so as to ensure safe operation of the rig
- Maintains good relation with all the rig crew members

**2012 – 2014**

### **Admin Clerk**

#### **K.H shoe Factory Ranipet**

- Coordinate with various staffs for operational support activities of the branch.
- DSR & MIS Report generating (Area manager)
- Handling and Planning Entire branch operation excellence.
- Duties such as receiving telephone calls, word processing, receiving and directing visitors, Filing and faxing are done
- Monitor to renewal collection team and support them.
- Created a systematic and reliable computerized customer database

**2014 – 2023**

### **Sales/Purchaser/Labor Coordinator at Universal Trading & Contracting Co, (March-2014 to June-2023)**

#### **Sales Responsibilities:**

- Constantly achieved growths in profits by implementing promotional activities and encouraging sales.
- Work closely with marketing team to ensure there is a consistent view across direct and In-direct marketing channels.
- Work closely with sales leadership to align local plans to deliver and maintain aggressive market growth.
- Achieving targets and developing new business.
- Handling team for organizing multiple tasks.
- Planning work on day to day basis.
- Meeting and greeting customers and understanding their needs with relation to sales.
- Regular follow up and maintaining records up to date.

#### **Purchaser Responsibilities:**

- Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.

- Solely responsible for the entire procurement activities for the different projects of the company. Quotations, cost comparison, negotiation, collecting sample, placing order receiving materials etc).
- Preparation of LPO & material arrangements as per actual site conditions.
- Primary accountability to obtain excellent goods in competitive price within stipulated time frame.
- • Managing and tracking documentation related to supply chain and payments for suppliers.

**Labor Coordinator:**

- Assigning the schedule of work.
- Arranging Transportation.
- Tracking attendance records.
- Tracking their documents and maintain file records.

## Personal Information

Father's Name	: Iqbal
Date of birth	: 20-May-1986
Marital status	: Married
Passport number	: <b>X7110923 valid till 2033</b>
Nationality	: Indian
Qatar DL	: valid 2026

Character reference will be furnished upon request.

## Declaration:

I hereby declare that all the information's are furnished above is true, complete and correct to the best of my knowledge.

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**Masood Iqbal**



07.07.2024

Doha –Qatar

**To whom it may concern**

This is to certify that Mr Masood Iqbal worked as a sales executives with Universal Trading and Contracting for a period of nine years (2014 – 2023) It has been a wonderful experience to work with Mr Masood. His expertise in sales and marketing is truly remarkable. His sheer brilliance and commitment have tremendously helped in the growth of the organization.

We wish him all the best in his future endeavors.

Universal Trading & Contracting Co  
Manager  
Abdulsalam Sawaf







State of Qatar  
Ministry of Interior  
Traffic Department

دولة قطر  
وزارة الداخلية  
إدارة المرور



# DRIVING LICENSE

رخصة سوق

28635647130

الرقم الشخصي



الاسم مسعود اقبال

NAME MASOOD IQBAL

NAT. INDIA

الجنسية الهند

DATE OF BIRTH

1986-05-20

تاريخ الميلاد

BLOOD GR.

B+

فصيلة الدم

FIRST ISSUE

2019-09-11

ت. اول إصدار

VALIDITY

2026-06-27

ت. الإنتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

## Authorized Vehicles

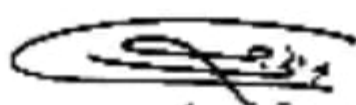
## المركبات المصرح بقيادتها

## ملاحظات Notes

EXCAVATOR حفار 	<input type="checkbox"/>	MOTOR CYCLE دراجة نارية 	<input type="checkbox"/>	نظارة طبية Glasses <input checked="" type="checkbox"/>
CRANE كرين 	<input type="checkbox"/>	CAR سيارة خفيفة 	<input checked="" type="checkbox"/>	عدسات Lenses <input type="checkbox"/>
LOADER شيل 	<input type="checkbox"/>	BUS حافلة 	<input type="checkbox"/>	أوتوماتيك Automatic <input checked="" type="checkbox"/>
FORKLIFT رافعة شوكية 	<input type="checkbox"/>	MED. TRUCK شاحنة متوسطة 	<input type="checkbox"/>	احتياجات خاصة Handicaps <input type="checkbox"/>
OTHER أخرى <input type="checkbox"/>	<input type="checkbox"/>	TRAILER قاطرة ومقطورة 	<input type="checkbox"/>	إعانة سمعية hearing Usability <input type="checkbox"/>
				التبرع بالأعضاء Organ Donation <input type="checkbox"/>

Licensing Authority

سلطة الترخيص





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पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

**IQBAL**

माता का नाम / Name of Mother

**ZARINA IQBAL**

पति या पत्नी का नाम / Name of Spouse

**ASMA BANU MASOOD**

पता / Address

**NO:2/239,ANNA NAGAR,THENNANDHIYALAM**

**WALLAJAH TK,VELLORE**

**PIN:632517,TAMIL NADU,INDIA**

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

**K1052532**

**15/02/2013**

**CHENNAI**

फाइल नं. / File No.

**QT0074894792323**



X/110923

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