

Curriculum Vitae

MOHAMMED IFTEKHAR

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Objective:

My untiring efforts and hard work have paved me in-depth insight of sales. I want to utilize my professional skills in your esteemed organization for the success of self and organization.

PROFILE SUMMARY:

- Qualified and experienced HR, Admin and operations professional.
- 14 plus years of work experience in Administration, HR & Procurement departments in Kuwait, Qatar and India.
- Strong interpersonal skills with effective and quick results.
- Active involvement in company provided responsibilities, operations management, planning, decision making, resource planning, day to day admin activities.
- Exposure to dealings with vendors, clients and principals for developing business relations.
- Flexible individual with strong client relations, problem solving, supervision, analytical, inter-personal, communication and human resource management skills.

Work Experience:

Worked as **HR & Admin Officer** for Al-Bader Construction & Steel Works, Doha, Qatar from **May 2010-Dec 2020**

About company: **Al-Bader Construction & Steel Works** is an integral part of Al Aafaq Group of companies and can call on the expertise for the sister companies incorporating MEP contracting, shipping and logistics, transportation, carpentry and an international network of associates and affiliates.

Worked as **Purchase Executive** for M.E. Industries, Hyderabad, India from **Nov 2006 to Apr 2010**

M.E. Industries established in 1995, the company has made a name for itself of top suppliers of paint manufacturing machines, plant and machinery in India. The company is located in Hyderabad, Telangana State and one of the leading sellers of listed products like high-speed mixers, three shaft putty mixers, low price dispersers etc.

Worked as **Sales Support** for Al Hadabah International, Kuwait from **Nov 2004 to Oct 2006**

Al Hadabah International has been established since 1976 with an electrical showroom in Hawally. The company has expanded its business activities throughout the years and managed to establish a well-organized professional retail, wholesale and panel building assembly line.

Worked as **Purchase Executive** for Addison Industries, Hyderabad, India from **Mar 2000 to Oct 2004**

Addison Industries is an export-oriented process equipment company with ISO 9001:2008 certified facility at Hyderabad, Telangana State. The industry has been serving Mixing, Heat Transfer, Evaporation, Filtration, Drying and Storage needs of Chemical and bulk drug industry.

4) Worked as **Sales Coordinator** for Sri Gayathri Packaging Industries, Hyderabad, India **from Dec 1995 to Feb 2000**

Sri Gayathri Packaging Industries is the manufacturer of various types of packaging materials. The products offered by company includes Spout Pouches, Holographic Packaging Laminates, 3-sided seal Pouches, Multilayer Laminate Films, Pesticides Packaging Pouches, Tea / Coffee Packaging and Central Seal Pouches etc.

Job Responsibilities:

- Coordinates and perform the range of staff as well as operational support activities for the unit.
- Serve as liaison for the other departments and the operation units in the day-to-day administrative and operational activities.
- Schedule and coordinate meetings, interviews, appointments, events and other similar activities for superiors and General Manager of the company which includes travel management, ticketing and hotel reservations.
- Interaction with Consultants, Contractors, sub-contractors, purchasers, Engineers and Project Managers etc.
- Reporting to the General Manager of the company.
- Maintaining the attendance report of the staff, actively involved in the payroll in coordination with accounts.
- Generating timely report to the superiors and management upon request.
- Involvement in marketing, operations management, planning, project management, business development and product-brand development along with the distributor network to achieve the success for company.
- Job responsibility includes preparation of technical proposal of principal's products & supply as per client's requirement, technical discussion on various proposals offered to the clients by sales staff.
- Preparation of Technical submittals for consultant approvals and submitting the same to customers.
- Maintaining the regular follow-ups with customers as well as internal departments for execution of orders in coordination of sales representatives.
- Giving support to the sales representatives by following up the feedback of quotations, orders and payment follow-ups.
- Preparing minutes of meetings for all the internal sales meetings and agenda meetings as well.
- Active involvement in company's marketing and promotion activities by providing ideas.
- Responsible for order processing and coordination with logistic department to manage the deliveries.
- Responsible for preparing commercial proposals / quotations.
- Preparing sales orders and raising the purchase request to the concern department for non-available stock

Academic Qualification:

Bachelor of Arts, Hyderabad, India
Board of Intermediate, Hyderabad, India

Technical Qualification:

- PGDCA – Post Graduate Diploma in Computer Applications
- Software: Ms-office, Accounting packages etc.
- Operating Systems: Ms DOS, Windows & Internet operations

Capabilities:

- Handling effectively quality related matters, site visits client and vendor meetings.
- Expertise in marketing, business development, market research, media relations, penetrating new potential markets, planning, organizing, administration and resource utilization.
- Committed to deliver results by effective control and managing sales-marketing plans.
- On time deliverables for commitment on business decisions and corporate reporting.
- Excellent technical knowledge of preparing product submittals for project approvals, preparing proposals, quotations, indents and technical specifications.

Professional Strengths:

- Quick Learner and adjustable to any business management environments
- Positive negotiation and persuasive skills in my dealings
- Capacity to work under severe pressure
- Excellent Communication skills and good flow of English language
- Well balanced to take calculative risks in the business operations
- Goal oriented and good communication
- Excellent Correspondence

Personal profile:

Father Name	:	Mohammed Ghulam Mohiuddin
Marital status	:	Married
Visa Status	:	Visit Visa
Nationality	:	Indian

References can be provided upon request.

Mohammed Iftekhar