

YASIR IQBAL



Infinity Hospitality (Al Sharqi holding) **Area Supervisor (Feb 2024 to till date)**

Duties & responsibilities:

Supervising a team of staff

- Monitor daily operations to ensure they align with the establishment's standards and goals.
- Site visit for quotation and tenders
- Coordinate with staff, suppliers and management for staff deployment.
- Oversee daily activities of staff, ensuring they perform their duties efficiently.
- Provide training, coaching, and mentorship to new and existing employees.
- Schedule staff shifts and manage time-off requests to ensure adequate coverage.
- Conduct performance evaluations and address any performance issues or conflicts

IMS facility management (Qatar): Head of 3 departments

(15th October 2022 to 15 Dec 2023)

Housekeeping, Landscaping & steam car washing

Operation Areas: Texas chicken, palms mall, Blue Polygon commercial building & 94 residential villas

- Manage day-to-day operations of 3 departments and daily report to operation manager
- Attended the monthly Board of Directors meeting, providing updates on departmental activities and addressing any concerns.
- Monitored daily operations to ensure smooth workflow and adherence to ISO standards.
- Prepared staff duty rosters to ensure proper coverage and efficient utilization of resources.
- Conducted site visits to assess on-site activities, address any immediate concerns, and maintain safety standards.
- Participated in client meetings to address inquiries, provide updates, and resolve complaints, focusing on maintaining positive client relations
- Visited new project sites to assess requirements and feasibility.

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- Conducted sub-meetings to gather quotations for upcoming projects, ensuring competitive pricing and quality.
- Handled petty cash management for daily expenses.
- Managed supplies and consumable items inventory to ensure adequate stock levels.
- Initiated the purchase of new machinery as required, coordinating with suppliers and overseeing the procurement process.
- Maintained regular communication with the HR and Accounts departments regarding staff annual and emergency leaves
- Ensured that all operations comply with ISO standards and safety regulations.
- Implemented measures to improve processes and maintain a high level of quality in our deliverables.

Isteam Car Wash Supervisor

Responsibilities;

- 1) Supervises and coordinates activities of workers engaged in washing and polishing automobiles and performing related services in automatic car wash
- 2) Quotes prices to customers desiring such services including steam car wash
- 3) Accepts payment and makes change.
- 4) Supervises personnel engaged in polishing and washing automobiles or parts of vehicles not washed by automatic mechanism.
- 5) Inspects equipment for wear and arranges for repair or replacement as necessary.
- 6) Resolves customer complaints.
- 7) Keeps records of daily receipts, employee time and wage data, and supplies used.
- 8) Will manage to reach the target sales monthly.
- 9) May participate in washing, polishing, and performance of other services during peak periods.
- 10) Will help to search for any new projects that would help to generate sales.
- 11) Responsible for monitoring of the mobile application and other social media accounts.
- 12) Daily monitoring and responsible for the maintenance of all car wash machine to assure that it is in working in good condition.
- 13) Will be responsible for any concerns regarding to any promotional activities that needs to be approve before implementation.
- 14) To assure that all activities to be performed will only be covered under the scope of work.
- 15) To purchase the required consumables. Applicant Name & Signature: Date:

Qatar Rail= Costumer support services supervisor on FIFA project for 3 months (July 2022 to October 2022)

Responsibilities;

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Overseeing and assessing customer service staff activities, and providing them with regular performance-related feedback during operation hours.

- Strategizing and monitoring the daily activities of customer service at platform.
- Assisting customer service staff with duties where required.
- Training staff in areas of customer service and company policies.
- Managing cashier coverage and customer flow at paid and unpaid areas
- Monitoring and authenticating returns, exchanges, and voids.
- Investigating and solving customer service complaints.
- Assisting with the development and implementation of service policies, and explaining these to staff and customers.
- Maintaining documentation pertaining to customer service department activities.
- Performing additional duties where needed.

- **Operation manager**

- **Al Rehan carwash Dubai Jan 2020 to 2021**

- Plans and prepares work schedules and assigns employees to specific duties Supervises employees engaged in sales work, and quality of work, taking of inventories, reconciling cash with sales receipts, keeping operating records, or preparing daily record of transactions for Accountant, or performs work of subordinates, as needed.
- Orders supplies or prepares requisitions to replenish merchandise on hand
- Ensures compliance of employees with established safety, security, sales, and recordkeeping procedures and practices.
- Ensuring facility is presentable at all times from gas island, to front of store, and landscaping
- Ensuring all car was related equipment is in working order and following weekly preventative maintenance schedule
- Answers customer's complaints or inquiries.
- Facilitates to insure car wash is secure, and safe.
- Makes sure all daily proper Recap Reports and deposits are done correctly and in timely manner.

BREEZELAND SCAPING ---- SITE SUPERVISOR ---JAN 2021 TO DEC 2021

Responsibilities;

1. **PREPARING QOUTATIONS FOR NEW PROJECTS**
2. **MEETING WITH CLIENTS TO FINAL THE DEAL**
3. **PREPARING THE JOB ORDER FOR WORKERS**
4. **PURCHAING THE MATERIALS AND BOOK ONLINE AS WELL**
5. **PREPARING THE TIME SHEET**

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IT Support assistant- THE British University in Dubai (June 2016- NOV 2020)

RESPONSIBILITIES

1. Provide IT Helpdesk support to student, faculty, and staff
 - a. Provide support basic troubleshooting of laptops and desktop for students and staff
 - b. Provide support to students to reset the password for blackboard and emails and connect to Wi-Fi network.
 - c. provide support to students, staff and guests to fix VGA cable, projector and mic issues
2. Provide support in setting up audio and video
 - a. Provide support for audio and video set up in auditorium and class rooms for conferences and events and also photo shoot work
 - b. Provide audio and video support for Skype conference and BUID interviews
 - c. Provide basic support for IP telephony troubleshooting
3. Provide wireless connection support for users
 - a. Support to students to connect laptops, tablets and other mobile devices with BUID network
 - b. Provide support to guests for Wi-Fi connection
 - c. Provide support to BUID staff for network connections issues.
4. Provide support printing and scanning services
 - a. Troubleshooting printer's services issues such as paper jam and toner replacement.
 - b. Check the all printers, print supply status and replace the cartridges
 - c. Maintain and cleaning the printers
 - d. Scanning documents and troubleshooting scanning
5. Inventory and documentation
 - a. Keep updating record of IT equipment's
 - b. Prepare purchase request, issuance forms and tips sheets
 - c. Keep update record of BUID laptops and guest laptops

Administrator assistant - The British University in Dubai (November 2014 – june2016)

Responsibilities

Provide office assistance support to the Business Resource, Marketing, Student Administration and Quality sections of the University

- Assisting staff with clerk work such as printing, filing, and preparing documents
- Provide support to the University conferences, exams and other events for the business resource.
- Help to the Student administration section in preparing the students files and printing the Student ID cards.
- Provide help to Executive office and assist the senior managers for meetings and documentary work

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- Manning the library during (evening shifts) keep maintain the library books record.

Security shift in charge - Al Fajer security & Maintenance services and Arkan Security Group (2012-2014)

Responsibilities

- Commanding all shift's security guards
- Auditing work activity of security guards on site
- Preparing duty time schedule for security staff
- Looking after all requirement from the community tenants like access cards, parking permission, any gathering permissions, and reporting all activities to community management office
- Maintaining daily records of office incidents and any serious affairs like demonstrations, strikes, ongoing gang activities, harassments, and reporting found any weapons in community area.
- Checking health and safety equipment on daily basis such as fire equipment, gas, toxic chemical, and electrical points
- Managing complaints and suggestions records of the community tenants
- Reporting to the management office regarding any lost and found, stolen items, and traffic accidents. Managing records of visitors, contactors, and vehicle's identity cards

Sales and Store Representative- Tayseer Al Rammadi Estate. Dammam, Saudi Arabia (March 2010 -2012)

- Updating logbook and issued materials to projects accordingly.
- Completing third party annual audits for stores and materials.
- Counter sales for all building and construction material
- Presenting products to all customers effectively.
- Achieving progressive sales in minimum time.
- Coordinating with suppliers and manufacturers.
- Managing store inventory.

Plant Store Keeper Down Town Construction (Transportation department) – Manama, Bahrain (Aug, 2008 to Dec, 2009)

Responsibilities:

- overseeing production line
- Writing complains and preparing outside jobs for mechanics
- Arranging mechanics for outside work
- Writing inside job sheets, issuing oil, and writing spare parts
- Receiving materials and preparing transfer sheets and making gate parts
- Preparing attendance sheet

Assistant Store keeper - Nass Construction, Durrat ul Bahrain, Bahrain (July 2005 to July 2008)

Responsibilities

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- Reporting to Store manager for day-to-day store activities.
- Training preliminary for store keeping in road and sewerage projects.
- Monitoring inventory and materials issuance.
- Tracking record for incoming and outgoing materials.
- Updating master record for day-to-day activities.
- Preparing materials inspection reports, Dispatch notes (DN) and Receipt Reports (RR).
Completing company audits for materials and inventory.
Corresponding and coordinating with the main store.

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Personal details;

Date of Birth : September -30-1982

Nationality : Pakistani

Marital status: married

Visa status: Employment visa

Education: Higher secondary school certificate Mirpur board

Computer skills: HARDWARE AND SOFTWARE, MS Office, MS Word, MS Excel, Emailing and Internet.

Professional Training & Certifications:

Scaffolding inspector (DISS QATAR)

DPS (DUBAI POLICE)

I have D.P.S training course from Dubai Police Authority

Extron Electronics Middle East

2 days training (Extron Audio in Practice for Higher Education, Dubai)

hardware and software requirements, design exercise, DSP configuration and final system.

DRIVING LICENSE = Valid Light motor vehicles licenses in Qatar.

Working Experience

YASIR IQBAL

15 years in Middle East and Europe countries (Qatar, Dubai, Bahrain, Saudia Arabia, Mexico and Greece)

اقتصادية دبي
DUBAI ECONOMY

رخصة مهنية
Professional License

License No. 958175

Trade Name AL REHAN PARKING CAR WASHING

Legal Type Civil Company

Expiry Date 06/06/2022

DBB D-U-N-S 0

Register No. 0

Issue Date 07/06/2021

Main License No. 958175

DCCI No.

License Members / الانراف /

Share / الحصة	Role / الصلة	Nationality / الجنسية	Name / الاسم	No. / رقم الشخص
50.00%	Partner / شريك	Pakistan / باكستان	MUHAMMAD WAHEED ARIF	723879
50.00%	Partner / شريك	Pakistan / باكستان	MUHAMMAD ARIF	945126
	Agent / وكيل	United Arab Emirates / الإمارات	YASIR IQBAL MUHAMMAD IQBAL	741407

License Activities / النشاط التجاري

Parking Car Washing

Phone No. 971-50-3197081

Fax No.

Mobile No.

Address / العنوان

P.O. Box 373-1439

Parcel ID 400-12

Remarks / ملاحظات

Print Date 07/06/2021 9:43

Receipt No. 13937982

Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6960 (Dul Etisalat) to receive payment voucher.

www.dubaid.gov.ae

الريحان لغسل سيارات
AL REHAN CAR WASH

YASIR IQBAL
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الريحان لغسل السيارات في المواقع
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LANDSCAPE WORKS LLC

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Dubai - United Arab Emirates

Experts in
Landscaping

- ★ Soft & Hard Landscape Work & Garden Maintenance
- ★ Aluminum railing, door and Gate works
- ★ Real & artificial grass laying & planting works
- ★ Pergola & Gazebo Specialist
- ★ Specialist in landscape designs
- ★ Electrical and Plumbing works
- ★ Automatic Irrigation system & Garden Lighting
- ★ Interlock, Tiles & Stone Work
- ★ Specialist in fountain & water fall features

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