

**Iqbal khan**

Doha, Qatar

Mob: +974 70424265(Qatar)

Email: - iqbal33991@gmail.com

Subject: Application for Sales Executive.

Dear Sir,

I take the liberty in availing this opportunity to offer my service to your esteemed organization for the subject post.

I am attaching herewith a copy of my curriculum vitae for your kind perusal and execution. I wish to mention that I am anxious to work with your esteemed organization where I feel I can fully devote and develop my capabilities with effective contribution for healthy growth of the organization. Also, I feel this would be the great chance to moderate my field knowledge with the help of your kind instruction and training.

Thanking you for your favorable consideration in affording me an opportunity to serve and be a proud member of your valued team.

Thanking you in anticipation.

Yours sincerely,

**Iqbal khan**

Doha, Qatar

# CURRICULLAM VITAE

**Iqbal khan**

Doha, Qatar

Mobile: +974 70424265

## OBJECTIVE

To secure a suitable placement and to successfully contribute for the expanding operations of your esteemed organization by ensuring a positive attitude and zeal to excel keeping in line with industries policies and procedures.

## EDUCATION

Exam/Degree	Year	Name of Institute	University or Board
Sec. Schooling	1993	Govt. Sr. Sec. School Didwana	BSER
Sr. Sec. Schooling	1995	Govt. Sr. Sec. School Didwana	BSER
B.A. (bachelor's in arts)	1998	Bangur Collage Didwana	MDSU Ajmer
CFA (Certificate In Financial Accounting)	2001	IICE Didwana	C.O.P.A.

## COMPUTER SKILL

- Able to work with all windows interfaces.
- Expert in use of ERP program (Bright system).
- Basic computer knowledge & typing.
- Knowledge of computer software installation & removing.
- Computer hardware assembling.
- Knowledge of installation & upgrading windows.
- Excellent in use of Microsoft Outlook.
- Installing & troubleshooting of printer, scanner & other accessories.
- Assembling & Installation of Networking components.

- Microsoft Office (Word, Excel, Access & Power Point).
- Use of internet and Email.

**Working Experience** Total 16 years (12 years in Qatar)

**Ali Bin Khalifa Al Hitmi & Co. (Al Hitmi Tile & Block Factory) Qatar.**

- Designation: - As an Administrative Staff & Sales Executive.
- Duration: - May-2013 to Dec-2024.
- **Duties & Responsibilities: -**
  - Preparing the invoices.
  - Receiving the orders from customers/outdoor salesman.
  - Receiving Cash/Cheques from customers.
  - Deposit the Cash/Cheques in bank.
  - Record/post the Cash/Cheques in the System.
  - Maintaining customers record.
  - Maintaining the payment record.
  - Maintaining & filing the invoices.
  - Following the customers & outdoor salesman orders.
  - Handling the customers & salesman activities.
  - Responsible the for the delivery of blocks to the customer site.
  - Cash & Credit control.
  - Timely preparing the invoices for the customers.
  - Send statement to the customers for the payment reminder.
  - Handling vehicles & drivers.
  - Improving the sales.
  - Achieve the company goals/targets.
  - Fulfill the upper management queries regarding sales.
  - Daily submit the sales & production report to the top management, head office.
  - Searching new customers.
  - Taking feedback from customers & follow them.
  - Handling the stock problems & report the top management.
  - Maintaining the product quality & report to the management.
  - Contact the customers that are disconnected, try to reconnect them & report about the disconnected customer to the top management.
  - Inspiring the customers by wishing, greetings, gifts, commission & other special offers.
  - Maintaining the customer satisfaction during low stock & breakdown and be continue with them.

**Oger International Saudi Arabia**

- Designation: - Document Co-ordination.
- Duration: - Jan-2010 to Dec-2011.

**BRC Industrial (Saudia) Limited.**

- Designation: - Internal Salesman, Cut & Bend Technical Coordinator.
- Duration: - 01-Aug-2007 to 30-Oct-2010.

**KEY AREAS AND STRENGTH**

- Excellent communication skills and good in people relationship
- Ability to learn fast and punctual at work.
- Ability to handle and achieve the oral targets and work independently as well as in a team.
- Excellent team player and good interpersonal skill.
- Self-starter and strong believer of hard work.
- High energy level & positive thinking.
- Ability to deliver high quality results in work.
- Ability to work under pressure.
- Ability to handle multiple tasks the initiative and organize priorities.
- Hard Working - I never give up no matter how great the obstacle is.
- Good reasoning & logical ability.
- Creative Mind - Always in a quest to give a unique blend to every project that I take.

**PERSONAL DETAILS**

Sex	: Male
Age	: 50. Years.
Marital Status	: Married
Father's Name	: Mordeen khan
Nationality	: Indian
Passport Expiry Date	: 19-07-2029
Permanent Address	: VPO:- Kurli, Dist-Nagaur, Rajasthan. Pin: -341506
Interest	: Reading Books, Searching New Technical Concepts, Internet Surfing & Listening to Music.

**DECLARATION**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

**Iqbal khan**

10 March 2025