



Shaheen Iqbal

Passport: NT1338232 **Work permit:** Qatari **Nationality:** Pakistani

Date of birth: 23/11/1992 **Place of birth:** Muzaffargarh, Pakistan **Gender:** Male

Phone number: (+974) 70539651

Email address: shaheeniqbal110@gmail.com

Home: 201B, Royal Mirage Hotel and Apartments, Al Diwan Street Msheireb, Ad Dawhah, 23436 Doha (Qatar)

ABOUT ME

Results-driven professional with over 10 years of diverse experience in Administration, Sales, and Project Management. Adept at streamlining operations, driving revenue growth, and leading cross-functional teams to deliver projects on time and within budget. Strong organizational, communication, and problem-solving skills with a proven ability to manage multiple priorities in fast-paced environments. Seeking to leverage expertise in process optimization, client relations, and strategic planning to contribute to organizational success.

WORK EXPERIENCE

Bangai Trading & Contracting – Doha, Qatar

City: Doha | Country: Qatar

Project Coordinator

[26/07/2025 – Current]

- Coordinated daily office operations, including scheduling meetings, preparing reports, and maintaining documentation.
- Assisted in project planning, tracking, and execution across HR and operational functions.
- Prepared project status reports, minutes of meetings, and maintained action item trackers.
- Supported implementation and training of **SAP ERP modules** for HR and administration.
- Coordinated end-to-end recruitment process including job postings, CV screening, scheduling interviews, and onboarding.
- Managed candidate database and recruitment workflows using **SAP SuccessFactors** and ERP recruitment modules.
- Assisted HR team in preparing offer letters, contracts, and new hire documentation.
- Monitored manpower requirements and supported workforce planning in collaboration with department heads.
- Utilized **SAP ERP** for recruitment, HR data management, and employee life-cycle processes.
- Assisted in configuring and testing recruitment modules within SAP.
- Extracted and analyzed HR and operational data from ERP systems to support decision-making.

The Conceprix Pvt Ltd – Karachi, Pakistan

City: Karachi | Country: Pakistan

Senior Project Manager - Administration

[15/07/2023 – 30/06/2025]

THE CONCEPTRIX WAS A SAAS BASED ORGANIZATION WITH CLIENTS IN USA, UK, AUSTRALIA AND ENTERPRISE CLIENTS FROM EUROPE. I WAS ASSIGNED WITH PROJECTS RELATED TO ENTERPRISE AND SMB MARKET OF EUROPE AND UK. BELOW ARE SOME OF THE MAJOR DUTIES I HAD,

- Directed end-to-end brand management projects, ensuring alignment with company objectives, sales targets, and market positioning.

- Streamlined sales and administrative processes by implementing workflow improvements, automating reporting, and enhancing inter-department coordination.
- Coordinated recruitment activities including job postings, candidate sourcing, interview scheduling, and onboarding to ensure timely hiring of high-quality talent.
- Led cross-functional teams in developing and executing sales strategies, promotional campaigns, and process optimization initiatives.
- Acted as the primary point of contact for C-level executives, IT leaders, and SMB business owners, ensuring clear communication and expectation management.
- Managed administrative functions including documentation, contract preparation, budget tracking, and vendor coordination.
- Automated PMO processes using TRELLO to improve efficiency.
- Standardized administrative procedures across the brand to ensure operational consistency, compliance, and efficiency.
- Oversee Logistics of packages that are being sent to clients.
- Assist HR in streamlining Interviews, Onboarding, Orientation Sessions and technical formalities.

DipDag Private Limited – Karachi

City: Karachi

Manager - Administration

[02/02/2014 – 10/07/2023]

DIPDAG WAS A SAAS BASED ORGANIZATION WITH CLIENTS IN USA, UK AND AUSTRALIA. I WAS ASSIGNED AS AN ADMIN FOR SALES AND RECRUITMENT ON NEW USERS. BELOW ARE MY DUTIES

- Managed day-to-day sales administration and office operations, ensuring accurate processing of sales orders, quotations, contracts, and customer documentation.
- Maintained organized filing systems (physical and electronic), ensuring quick retrieval of documents and compliance with company policies and audit requirements.
- Prepared and processed purchase orders, invoices, delivery notes, and credit memos using SAP ERP, ensuring data accuracy and timely system updates.
- Handled recruitment-related administrative tasks including job postings, CV screening, interview scheduling, candidate communication, and maintaining recruitment records.
- Streamlined administrative processes (e.g., document control, record-keeping, procurement and refunds) to enhance operational efficiency.
- Supported onboarding activities by preparing offer letters, employment contracts, and ensuring proper documentation for new hires.
- Ensured data integrity in SAP by regularly updating customer profiles, sales records, and product pricing.

Master Tiles and Bath Accessories – Karachi, Pakistan

City: Karachi | Country: Pakistan

Outlet store department manager

[15/02/2018 – 20/07/2025]

This was our own business, located in Bahria Town Karachi, Pakistan. I was managing the store myself along side my father. Tasks include

- Managed daily store operations ensuring smooth functioning of sales, inventory, and customer service.
- Supervised and trained sales staff to enhance product knowledge in bath accessories and tiles, improving upselling and cross-selling.
- Monitored inventory levels, coordinated with suppliers, and managed stock replenishment to avoid shortages or overstocking.
- Oversaw merchandising and showroom display of bath fittings, tiles, and sanitary products to maximize visual appeal and customer engagement.
- Handled customer inquiries, provided product recommendations, and resolved complaints to ensure customer satisfaction and repeat business.
- Analyzed sales performance, set sales targets, and implemented strategies to boost revenue.
- Negotiated with vendors and suppliers for competitive pricing and quality assurance.
- Coordinated promotional activities, seasonal discounts, and product launches to drive footfall and sales.
- Managed billing, invoicing, and credit sales while ensuring compliance with company policies.
- Implemented store SOPs and health & safety regulations within the showroom and warehouse.

- Prepared periodic sales and performance reports for senior management.
- Ensured showroom cleanliness, attractive product display, and availability of updated catalogs for customers.
- Worked closely with contractors, builders, and designers to support bulk orders and long-term partnerships.

SKILLS

HR Operations / Retail Management / SAP / ERP Planning / Call Center Operations / Customer Service / Hospitality Managment / SaaS / Project Management / Administration / Logistics / Agile Methodologies / Facility Management / Sales / B2B and B2C

EDUCATION AND TRAINING

Higher Secondary School Certificate (HSSC) -12 Years
Board of Intermediate and Secondary Education [24/08/2009 – 01/09/2012]
City: Muzaffargarh | Country: Pakistan

NETWORKS AND MEMBERSHIPS

[20/10/2024 – Current] United States of America
American Society of Administrative Professionals
Part of American Society of Administrative Professionals for over 1 year.

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C2 READING C2 WRITING C2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Panjabi; Punjabi

LISTENING C2 READING C2 WRITING C2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Hindi

LISTENING C2 READING C2 WRITING C2
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DRIVING LICENCE

Driving Licence: AM
Driving Licence: A1
Driving Licence: A2
Driving Licence: A
Driving Licence: B