

# SHAFQAT MEHMOOD

@ shafqatnajmi@yahoo.com

+923005043263, +923195770646, +923174815515

Batala Frash, Kashmir Chock, Post Office Ali Pure, Dist. & Teh.  
Islamabad Pakistan.



## Objective

To become a part of a dynamic group where I could further explore the skills and capabilities, which I gained in the whole working career and in present job experience, and to serve in a challenging work environment with equally vast opportunities of career development based upon achievements results.

## Experience

### Munir Brothers Pvt.Ltd. IT Management Consultants at Blue Area Islamabad Pskistan

May, 2020 - November, 2023

Business Development Manager

Job Details:-

- \* Develop and maintain client relationships.
- \* Writing business proposals for new clients.
- \* Attending networking events.
- \* Communicate with clients.
- \* Help to plan sales campaigns.
- \* Creating sales pitches.
- \* Developing new business opportunities.
- \* Following industry trends locally and internationally.
- \* Prepare and submit sales contracts.
- \* Preparing financial projections and sales targets.
- \* Arranging meetings with prospective clients.
- \* Evaluates options and resolves internal priorities.
- \* Finding and following new sales leads.
- \* Manage the sales and marketing staff.
- \* Negotiate deals.
- \* Providing management with feedback.
- \* Researching the market and industry trends.
- \* Training business development staff.

### Pearl Touch Scaffolding LLC in Sharjah Dubai UAE

June, 2018 - March, 2020

Facilities & Warehouse Manager

Job Details:-

- \* Manage budgets.
- \* Inspecting buildings.
- \* Maintenance and repairs.
- \* Managing contractors.
- \* Maximising space.
- \* Planning new developments.
- \* Dealing with emergencies.
- \* Ensure good condition of facilities.
- \* Implementing operational policies and procedures.
- \* Managing maintenance and staffing budgets.
- \* Overseeing and supervising the maintenance staff.
- \* Oversees building and grounds maintenance.
- \* Ensuring the safety of staff.
- \* Team coordination.
- \* Implement operational policies and procedures.
- \* Develops and trains warehouse employees.
- \* Handle and execute shipping operations.
- \* Maintains warehouse safety and security.
- \* Monitor quality of service
- \* Motivating and disciplining staff.
- \* Managing warehouse environment.
- \* Devising rotas for staff.
- \* Ensure safety of staff.
- \* Processing orders.
- \* Track inventory levels.
- \* Inventory control.
- \* Overseeing security operations.
- \* Prepare annual budget.
- \* Team coordination.

**Muhaidib Contracting Company at Taibah University Teaching Hospital Out Door Dport Facilities B-401 Project in Medina Munawara Kingdom of Saudi Arabia**

*November, 2015 - April, 2018*

Store & Warehouse Superior

Job Details:-

- \* Supervising Warehouse staff and daily activities.
- \* Managing, evaluating and reporting on warehouse productivity.
- \* Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- \* Ordering supplies and maintaining suitable inventory levels.
- \* Checking orders, bills, items received, inventory, and deliveries for accuracy.
- \* Maintaining records, reporting relevant information, and preparing any necessary documentation.
- \* Ensuring basic maintenance standards and compliance with health and safety regulations.
- \* Performing a daily inspection of the warehouse grounds.
- \* Coordinating and maintaining fleets and equipment.
- \* Communicating and coordinating with other departments and customers.

**Al-Joudah Group of Company Operation & Maintenance Under Management by General Authority of Civil Aviation (GACA) at Al-Wedjh Air Port Kingdom of Saudi Arabia.**

*June, 2010 - April, 2015*

Documents Controllers / Work Control Supervisor CMMS

Job Details:-

- \* Document flow Management

- Create templates.
- \* Communicate and collaborate with project managers.
- \* Maintain confidentiality of documents.
- \* Comply with documentation requirements.
- \* Document classification and categorization.
- \* Document control systems.
- \* Preparing project reports as needed.
- \* Record keeping and archiving.
- \* Reviewing and updating technical documents.
- \* Controlling company and project documentation.
- \* Create templates for future use.
- \* Administrative duties.
- \* Attention to detail.
- \* Conducting regular reviews and document audits.
- \* Document distribution.
- \* Document revision tracking.
- \* Document verification.
- \* Reporting on the progress of documents.
- \* Time management skills.
- \* Updating documents

**Samama Group of Company Operation & Maintenance Under Management by General Authority of Civil Aviation (GACA) at Al-Wedjh Air Port Kingdom of Saudi Arabia.**

*August, 2007 - May, 2010*

Store & Warehouse Supervisor

Job Details:-

- \* Supervising warehouse staff and daily activities.
- \* Managing, evaluating and reporting on warehouse productivity.
- \* Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- \* Ordering supplies and maintaining suitable inventory levels.
- \* Checking orders, bills, items received, inventory, and deliveries for accuracy.
- \* Maintaining records, reporting relevant information, and preparing any necessary documentation.
- \* Ensuring basic maintenance standards and compliance with health and safety regulations.
- \* Performing a daily inspection of the warehouse grounds.
- \* Coordinating and maintaining fleets and equipment.
- \* Communicating and coordinating with other departments and customers.



Allama Iqbal Open University, Islamabad, Pakistan

2007

Bachelor of Arts



## Skills

\* Inventory management \* Problem solving \* Product knowledge \* Skills management \* Staff Assignments \* Strong leadership abilities \* Customer satisfaction \* Manage and motivate store staff \* Store management \* Proficient in Microsoft Office suite \* Budgeting \* Accounting and Finance \* Marketing \* Retail Management \* Leadership \* Ability to Motivate Others \* Delegation \* Customer Focus \* Quick Learner \* Multi-Task Skills \* Team Player \* Customer Focus \* Pricing \* Staffing \* Vendor Relationships \* Market Knowledge \* Results Driven \* Strategic Planning \* Management Proficiency \* Client Relationships \* Sales Experience \* Organization



## Personal Details

- Marital Status : Married
- Nationality : Pakistani
- Religion : Islam
- Passport : Pakistan
- Gender : Male
- National Identity Card Number : 82303-1004658-1
- Passport Number : EH0156584
- Passport Issue Date : 06, July, 2021
- Passport Expiry Date : 05, July, 2026



## Additional Information

Certificate in DATA ENTRY OPERATER (DEO) from COMSATS Govt. Of Pakistan.  
Microsoft Office, Microsoft Excel, Internet Surfing Corresponding through  
Email. Communication Skills, Computerized Maintenance Management Systems  
(CMMS), ISO (system), Outlook 360, Infor and Maximo Software.









MINISTRY OF NATIONAL HEALTH SERVICES REGULATIONS AND COORDINATION  
GOVERNMENT OF PAKISTAN

Issue Date: 06-01-2022



Certificate No: CB3506927787

# IMMUNIZATION CERTIFICATE FOR COVID-19

Name: Shafiqul Mehmood

Date of Birth: 28-03-1977 CNIC / Identity No: 82303-1004659-1

Nationality: Pakistan Passport No:



has been administered following COVID-19 vaccine:

Vaccine Name	Recommended Dosage	Dose	Date	Health Center	Manufacturer & Batch No
Vaxzevria AstraZeneca	2	1	10-08-2021	RHC Tarlai	SK Bioscience ABX8139
Vaxzevria AstraZeneca	2	2	07-09-2021	RHC Tarlai	SK Bioscience PV46694
Pfizer-BioNTech	2	3	06-07-2022	RHC Tarlai	Pfizer-BioNTech FR2447



Scan for more details

Signature



Ref: MB/IT/786/11/2022

Date: 13, November, 2023.

## TO WHOM IT MAY CONCERNED

This is certifying that **Mr. Shafqat Mehmood S/O Muhammad Nazir Khan** was employed in our Company as **Business Development Manager** from **15, May, 2020 to 13, November, 2023.**

During his tenure Mr. Shafqat Mehmood led the company through a period of significant growth and development. He successfully guided a challenging business environment, developed and executed a clear strategic vision, and built a strong and dedicated team to achieve our goals. Mr. Shafqat Mehmood is a true/assets to our organization and he will greatly have missed.

We wish him all the best in his successful career.

  
\_\_\_\_\_  
General Manager



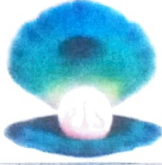
[www.munirbrothers.com](http://www.munirbrothers.com)



# MUNIR BROTHERS

IT Management Consultants

Mezzanine Floor, Saeed Plaza, Blue Area, Islamabad - Pakistan.  
Tel: (92-51) 2604831-32, 2604839, 2604309 Fax: (92-51) 2604836  
E-mail: [mail@munirbrothers.com](mailto:mail@munirbrothers.com)



لمسة اللؤلؤ للسقالات (ش.ذ.م.م.)  
**Pearl Touch Scaffolding (L.L.C.)**  
SCAFFOLDING SPECIALIST

Ref: PTS/LET/1558/10/2020

28 October 2020

### TO WHOM IT MAY CONCERNED

This is certify that **Mr. Shafqat Mehmood S/O Muhammad Nazir Khan** was employed in this company as a Warehouse & Facilities Manager from June, 2018 to March, 2020.

During his stays with us he worked to the entire satisfaction of his Management. We found him most honest, trustworthy, and dedicated to his work and exceptionally hard-working. He is meticulous and produces very accurate work. He take due initiative and completes the given task to his utmost abilities. He maintained cordial relations with all the staff members & external people during the process of his dealing with them.

This certification is being issued upon his request for whatever legal purpose it may serve him.



Certified by:

**MR. YASIR KHAN**  
ADMIN MANAGER





المحيدب  
Al Muhaidib

Contracting  
المقاولات

# APPRECIATION CERTIFICATE

THIS CERTIFICATE IS AWARDED TO

**SHAFQAT MEHMOOD**

**PROFESSION: WAREHOUSE SUPERVISOR**

IN RECOGNITION OF HIS OUTSTANDING PERFORMANCE DURING WORK ON

**TAIBAH UNIVERSITY – OUT DOOR SPORTS FACILITIES PROJECT**

MADINA, KINGDOM OF SAUDI ARABIA

YEARS: 2015 TO 2018

DEPARTMENT MANAGER



المهيديب Al Muhaidib

للمقاولات Contracting



شفق محمود

**Shafqat Mehmood**

Designation: Store Supervisor

Department: Warehouse

Residency No: 2399616057

Employee No: 23290

Blood Group:

Exp.date: 23 02 2017



**EXPERIENCE CERTIFICATE**

**CLEARANCE**

**شهادة خبرة**

**إخلاء طرف**

This is to Certify That below mentioned Employee  
has worked with us during the below mentioned  
Period :

تفيد الشركة من يهه الأمر علماً بأن المذكور  
والواردة بياناته قد عمل لديها خلال الفترة المبينة  
أدناه :

NAME : SHAFQAT MEHMOOD

الإسم : شفقت محمود محمد نذير خان

NATIONALITY : Pakistani

الجنسية : باكستاني

PROJECT : Civil Aviation  
( Airports Group II )

المشروع : الطيران المدني  
مطارات المجموعة الثانية

POSITION : Clerk – Work Control CMMS

الوظيفة : كاتب نظام مراقبة بالحاسب الآلي

WORK SITE : Al Ulla - Airport

مكان العمل : موقع مطار العلا

EMPLOYMENT : From – 21/06/2010 G

من : ٢٠١٠/٦/٢١ م

PERIOD : To – 24/04/2015 G

مدة العمل : إلى : ٢٠١٥/٠٤/٢٤ م

This Certificate has been given upon his request.  
After his services termination and he is free from  
any obligation towards us.

وبناءً على طلبه منح هذه الإفادة بعدما انتهت  
خدماته لدينا وهو خالي الطرف. وقد أعطيت له  
الإفادة دون أدنى مسئولية على الشركة.

This certificate is issued without any responsibility  
on the company.

المدير الإداري

Human Resource Manager

عاصم عبد الرحمن سالم

Assem Abdulrahman Salim





ALJ/ 245683

الحوادة / ٢٤٥٦٨٣

Date: 01 /09/ 2015

التاريخ: ٢٠١٥/٠٩/٠١ م

خطاب عدم ممانعه

## Letter of No Objection

Name : **Shafqat Mehmood M. Nazir Khan**  
Nationality : Pakistani  
Passport No. : EH0516582  
Issued Date : 18/03/2012

الاسم : شفقت محمود محمد نذير خان  
 الجنسية : باكستاني  
 رقم الجواز : ٥١٦٥٨٢  
 تاريخ الاصدار : ٢٠١٢/٠٣/١٨م

This is to certify that the above mentioned employee was working with our company as Clerk- Work Control CMMS since date 21/06/2010.

تشهد شركة الجودة للمقاولات بان الموظف  
الموضحة هو: بته بعاليه كان احد منسوبي  
الشركة ويعمل في وظيفة كاتب نظام مراقبة  
بالحاسب الآلي مسند تاريخ ٢١/٠٦/٢٠١٠م

His Service with the company ended on 31/08/2015 and he was repatriated to his country on Exit Visa.

وحيث أن خدماته لدى الشركة قد انتهت بتاريخ ٢٠١٥/٠٨/٣١م وتم اعادته إلى بلده بتأشيرة خروج نهائي.

AlJoudah Company has no objection if he comes back to Saudi Arabia on a new visa and works with any entity.

عليه ليس لدى شركة الجوده أي اعتراض على  
عودة المذكور الى المملكة العربية السعودية  
بتأشيرة دخول جديدة للعمل مع أي  
جهة بالمملكة.



Asim Abdul Rehman Salim محاسبو عبد الرحمن سالم

## Personnel Manager

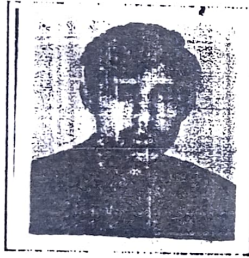
### مدير الشؤون الإدارية

N O C Male Zahran

المملكة العربية السعودية  
الهيئة العامة للطيران المدني

GACA

مطار الأمير عبدالمجيد بن عبدالعزيز بالعلا



الاسم : شفيقت محمود محمد

تاريخ إصدار البطاقة : ١٤٣٥/٠٣/١٢

تاريخ انتهاء البطاقة : ١٤٣٦/٠٣/١١

رقم البطاقة : ٣٣٩

Name :

الاسم

شفيقت محمود محمد

ID.NO :

رقم الهوية :

Nationality

الجنسية

٢٢٤٤٧٩٤٣٦٤

باكستاني

Expiry Date :

تاريخ الانتهاء :

Issue Date :

تاريخ الإصدار :

١٤٣٦/١١/٠٧

١٤٣٥/١١/٠٧

Employer :

الوظيفة

موظف تفتيرول

Dept :

الجهة التابع لها

شركة الجودة للمقاولات

ALLOW ACCESS TO : المناطق المصرح بالدخول إليها :

Support Area منطقة المساعدة

توليع قائد وحدة أمن المطار

+ ١

عند العثور على هذه البطاقة الرجاء إحضارها إلى إدارة المطار

IF FOUND PLEASE RETURN TO THE  
AIRPORT DIRECTORATE

**TO WHOM IT MAY CONCERN**

This is certified that **Mr. Shafqat Mehmood S/o Muhammad Nazir Khan** has worked at Al-Wedjh Airport Saudi Arabia as "Store Supervisor" from 19-08-2007 to 20-05-2010.

During his period of service his work was found very well in all respects. He is sincere with his work, hard working and cooperative.

He completed his work efficiently which was assigned to him. He is trustworthy honest and well disciplined. His character is also admirable. Though we lost an intelligent worker, but we wish

**الى من يهمه الامر**

يشهد بأن السيد/شفقت محمود ابن محمد نذير خان لقد اشغل لدى شركة سمامة للتشغيل والإدارة مشروع المطارات الإقليمية والمحلية / المجموعة الثانية / المطار الوجه ، المسلكة العربية السعودية بصفة مشرف مستودع من ٢٠٠٧/٠٨/١٩ إلى ٢٠١٠/٠٥/٢٠.

خلال مدة خدمة ادينا وجدناه جيدا في حية. هو رجل مخلصا مع عمله، ومجتهدا ومتعاوننا.

وانه اكمل عمله بشكل جيدا ، وانه منضبط وامين وصادق بالثقة. وانه يحمل حسن السيرة والسلوك. واننا فقدنا عاملا ذكيا، ونتمنى له اكثر مستقلا له

*Cajeeb*





# COMSATS Institute of Information Technology



## CERTIFICATE



*This is to certify that*

SHAFQAT MEHMOOD

*Roll No.* 4363

*has successfully completed the*

*Eight weeks Training Program of*

*Data Entry Operator*

*from* 8th January, 2001 *to* 4th March, 2001

*at* UNIVERSITY COLLEGE OF ADVANCED TECHNOLOGY, RAWALPINDI

Launched by

Government of Pakistan,  
**Ministry of Science and Technology**  
**Information Technology and Telecommunications Division**



Islamabad, 30th April, 2001

**Project Director**

# Allama Iqbal Open University Islamabad



Serial No. 73030

Certified that Mr. / Ms. SHAFQAT MAHMOOD

Son / Daughter of MUHAMMAD NAZIR KHAN

Registration No: 03 KPH 0538 Roll No: N 432395

having completed the prescribed requirements in semester  
SPRING 2005  
is awarded the degree of:

## Bachelor of Arts

He / She has secured 57 % marks and has been placed in C grade.

CONTROLLER OF EXAMINATIONS

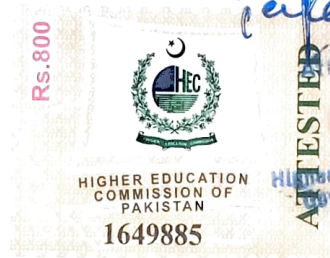
Result declared on: March 01, 2006

ISLAMABAD. DATED: May 29, 2007



Mahmood Butt  
VICE-CHANCELLOR

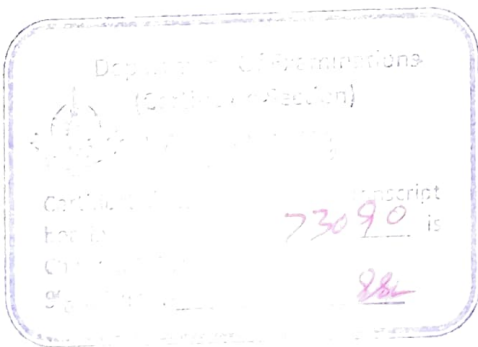
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4



*Talib Iqbal*  
Registration Officer

4 OCT 2018  
Higher Education Commission  
Government of Pakistan  
Islamabad

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Deputy Secretary Exams  
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ATTESTED  
*Muhammad Usain Malik*  
(MUHAMMAD USAIN MALIK)  
Assistant Director (Consular II)  
Ministry of Foreign Affairs  
Islamabad

05 OCT 2018