



Mohammad Iqbal

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Valid Qatari Driving License

PROFESSIONAL SUMMARY

Professional with 12+ years in administration, security, and customer service. Experienced in leading teams, managing operations, ensuring compliance, and coordinating with stakeholders. Background spans airports, hotels, and tours. Skilled in guest services, crisis handling, scheduling, and retail support.

CORE SKILLS

- Security & Safety Management
- Crisis and Crowd Management
- Compliance with Safety Regulations
- Driving and Transport Coordination
- VIP Protocol and Event Logistics
- Communication and Conflict Resolution
- Customer Service and Hospitality
- Leadership & Team Collaboration
- Problem-Solving
- Time Management

PROFESSIONAL EXPERIENCE

Executive Driver – Karwa

Doha, Qatar | Oct 2025 - Jan 2026

- Provide safe, punctual, and professional transportation services for passengers and company staff.

- Follow assigned routes and schedules while ensuring customer comfort and safety.
- Maintain daily vehicle inspection logs and report maintenance issues.
- Support office operations by delivering documents and assisting staff when required.
- Communicate clearly with dispatch and supervisors regarding trips and schedules.
- Maintain cleanliness and professionalism of the vehicle at all times.

**Administration & Security Officer ,MILESTONE
Pakistan | Aug 2024 – Feb 2025**

- Welcomed and assisted visitors, employees, and vendors in a professional and friendly manner.
- Handled incoming calls, emails, and internal correspondence.
- Managed reception area and coordinated meeting room schedules.
- Supported the recruitment process by shortlisting CVs, scheduling interviews, and coordinating with candidates.
- Assisted with employee onboarding and orientation documentation.
- Prepared daily and weekly administrative and attendance reports.
- Coordinated with departments to ensure smooth office operations.

**Administration & Security – Gilgit Airport
Pakistan | Feb 2012 – Jul 2022**

- Managed VIP arrivals, front-desk coordination, and visitor assistance.
- Maintained registers, access logs, and operational records.
- Coordinated with departments to support smooth daily operations.
- Supported documentation and compliance reporting

**Fire Fighter & Emergency Responder, Pakistan Air Force
Pakistan | Feb 2005 - Mar 2012**

- Maintained readiness of firefighting equipment and safety systems.
- Provided CPR and first aid during emergency scenarios.
- Delivered safety training and equipment maintenance.
- Led emergency response for aircraft incidents (MI-17, F-16).
- Conducted fire and rescue operations in high-risk environments.

Education

- High School Certificate – DG Khan Board, Pakistan | 2003

Certifications & Training

- IOSH Managing Safely Certified (Doha Industrial Safety Services (DISS), Qatar)
- DFT Batch Maintenance Course Pakistan Air Force Nur Khan Base
- Military Leadership and Supervision Course, Pakistan Air Force
- Basic Firefighting & Trade Training Pakistan Air Force School, Kohat
- Emergency Response Training UN OCHA
- Hospitality Management NAVTTC Pakistan
- Youth Entrepreneurship Canadian Foreign
- Ministry & KADO

HONORS & AWARDS

- Certificate of Excellence ,Pakistan Air Force • Oct 2023
- Commendation Certificate , Pakistan Air Force • Jul 2012