



# SHOAIB IQBAL

Sales & Administration

shobidxb24@gmail.com

+971-524585567

## Personal info

### Nationality

Pakistan

### Visa Status

freelancer till august 2026

### UAE driving Licence

LTV # 3 (manual) 2015

## Education

### Bachelor of Business Administration

SUIT University, Peshawar, Pak  
2007 - 2011

## skills

- MS office
- Sales Strategies
- Negotiation Skills
- Time Management
- Presentation Skills
- Networking
- Market Research

## Language

- English
- Urdu/Hindi
- Arabic

## Professional Experience

2024

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2025

### Assistant Manager

AD facilities Management, Al Garhoud, DUBAI, UAE

- Managing job postings, interviews, and onboarding new employees.
- Maintaining employee files, contracts, and personal data.
- Overseeing salary processing, leaves, and employee benefits.
- Ensuring labor law compliance and updating company policies.
- Ensuring smooth office operations and resource allocation.
- Coordinating with suppliers and service providers.
- Keeping track of office equipment and supplies.

2017

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2023

### Outdoor Sales Representative

KARAK OF FOODSTUFF TRADING LLC, FUJAIRAH, UAE

- Meeting potential and existing customers in person to sell products.
- Identifying and approaching new sales opportunities.
- Handling price discussions and finalizing sales.
- Maintaining long-term connections for repeat business.
- Coordinating with the office for order fulfillment and deliveries.
- Updating sales reports, customer feedback, and visit logs.
- Checking on customers after sales to ensure satisfaction and encourage repeat business.
- Analyzing competitors and industry trends

2011

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2014

### Sales Representative

IQBAL INTERNATIONAL TRAVELS, Haripur, Pakistan

- Promoting and selling tour packages, flights, hotels, and other travel services.
- Maintaining good relations with customers for repeat business.
- Keeping up with travel trends, destinations, and competitive pricing.
- Keeping track of bookings, payments, and customer details .

## References

### Mr Waqas Ahmed

CEO : AD group of companies.

Phone: +971-4558-1638

Address AL Garhoud, DUBAI, UAE