**TARIQ**

Email: Tariq.187455@2freemail.com

* Having strong work ethics and proven track record in Human Resource Management, Business Development, Project Management and Training & Development
* Experience of designing and developing training strategy in line with company objectives. Knowledge and understanding of training needs analysis, training evaluation and learning styles
* Proven track record of implementing sustainable processes to deliver and continuously improve business goals
* Demonstrated ability to lead and motivate others and drive results

**AREAS OF STRENGTHS AND SKILLS**

Human Resource ManagementTraining & Development

Business DevelopmentProject Management

Team Building

Leadership Skills

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**Working as *“HR Manager”,*** January 2012–February 2014

**Responsibilities:**

* Recruiting new employees and arranging building capacity sessions for them. Making appraisal, maintaining employment record and leave schedules etc.
* Develop payroll system of the company, monitor payroll section and train the employees for the smooth function of the payroll department.
* Prepare HR Manual of the company and implement the HR Policy of the company efficiently.
* Manage the entire staffing process including- recruitment, screening, conducted interviews, tests and select employees to fill vacant positions throughout organization
* Prepare job descriptions for new positions and reviewed/revised for ongoing positions as required. Maintain annual leave records, medical insurance records, annual air tickets and business travels
* Maintain work structure by updating job requirements, planned and conducted interview schedules and sit on interview panels as required
* Evaluate performance management issues and implementation of performance improvement plans, processes and systems. Work actively with Managers to resolve HR problems

**A Leading Contracting Company – Kingdom of Saudi Arabia**

**Worked as *“Project Administration Manager***”, November 2008 –December 2011

**Responsibilities:**

* Managed 2 projects in King Abdullah Financial District, Riyadh, Saudi Arabia (*P111, KAFD* consisting of 4 towers with Podium and P116, *Samba HQ* project consisting of 42 stories tower with podium)
* Managed total manpower of 4500 employees, including top management (Project Director, Technical Director, Project Manager, and Site Engineers) & junior staff as well
* Responsible for site security and transportation department with 50 plus drivers and foremen. Trained new employees for Payroll Department, Time Keeping Department and Data Entry people
* Maintained Iqama & Passport Renewal, leave requests, Exit Re-entry visa and ticket reservation etc.
* Handled successfully project of P111 KAFD & Samba HQ Tower. Examined project performance and manage budgets, projected financials, schedules and milestones followed by project monitoring and control
* Assisted in production and maintenance of project plans and ensured they remain current and up to date
* Collated information from project teams, checking the quality of the data and production of appropriate project summary reports
* Led a team of 50 personnel including Secretary, Document Controller, Data Entry Operators, Admin Assistants, Admin Clerks, Payroll Supervisor and Time Keepers etc. Handled staff and Labor Payroll
* Assisted and supported project teams in the production and collation of project documentation, ensured project standards are maintained, reports and documentation are issued on time and required actions are completed

**Key Achievements**

* Enhance computer using skills of my team in MS Windows and MS Office to cope with the work load of our project. Trained them in MS Outlook for our mailing system.
* Established Administration department for the project.

**A Training Institution, Lahore, Pakistan**

**Worked as *“Training & Development Specialist”,*** March 2007 - November 2008

**Responsibilities:**

* Conducted training for all departments. Contributed in company business development, sales increase and professional development of new sales executives
* Trained two new batches of presenters for company in house presentation of our products and business development
* Delivered trainings for company products and business development on the following topics:
	+ Sales Excellence Business Development
	+ Time Management
	+ Stress Management
	+ Belief and Self Confidence Building
	+ Leadership Skills & Target Achievement
* Developed and implemented dynamic learning and development programs and training modules
* Designed and developed training curriculum to support business needs
* Coordinated with management to identify learning and development needs based on business and organizational change

**Key Achievement**

* Led and successfully run a program *Train The Trainer* for two times in a year time

**A Training Institution, Lahore, Pakistan**

**Worked as *“Training & Development Specialist***”, September 2004 –February 2007

**Responsibilities:**

* Conducted training for new sales executives for the sales excellence of our project of *One.1 Franchise.* This was a newly initiated project of company
* Planned, organized and presented training plans and needs analysis sessions
* Evaluated training effectiveness, modified and enhanced training and development programs based upon organization and individual needs
* Delivered trainings on the following topics:
	+ Sales Excellence
	+ Business Development
	+ Time Management
	+ Stress Management
	+ Belief and Self Confidence Building
	+ Leadership Skills & Target Achievement
* Trained and delivered presentations on projects under *Train The Trainer* program for the excellence of sales team to achieve more than the set target of the company for the year

**Computer Institute, Ali Pur Chatha, Gujranwala, Pakistan**

**Worked as *“Computer Network Administrator”,*** January 2002–August 2004

**Responsibilities:**

* Installed new computer network in the colleges and maintained it for smooth running. Provided help desk assistance, customer and technical support and collaborated with the development teams
* Responsible for provisioning, installing, configuring and maintaining systems hardware, software components and related infrastructure for daily operations
* Implemented security controls and processes suitable for a production environment and used ISA server for data sharing and Internet facility sharing
* Taught computer short courses that include MS Office, Corel Draw, Inpage, A+ Certification for Hardware etc.

**A Leading Contracting Company, Kingdom of Saudi Arabia**

**Worked as** “***Document Controller”,*** August 1996 - March 2001

**Responsibilities:**

* Worked as in charge of Central Document Control Department on Peace Sun IX Project, Khamis Mushayat Saudi Arabia
* Managed incoming and outgoing correspondence with head office, sub-contractors and suppliers etc.
* Delivered project document control against project procedures for internal and external design and vendor documents and project correspondence
* Drafted reports on:
	+ Manpower Distribution Reports
	+ Warehouse Inventory Reports
	+ Safety Reports
	+ Equipment Vehicle Utilization Report
	+ Labor Performance Reports
* Respond to internal and external documentation requests and maintained logs

**A Leading Associates, Lahore, Pakistan**

**Worked as *“Secretary”,*** April 1994 - July 1996

**Responsibilities:**

* Assisted day to day correspondence in project filing and all documentation
* Handled incoming and outgoing correspondence with suppliers and sub-contractors, preparing logs for all the correspondence and managing record of Managing Director’s Office
* Provided telephone and email correspondence in a professional manner

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**NEWPORTS Institute of Communications and Economics,** 2011- 2012Masters of Business Administration (HRM)

**A Training Institution**, 2002- 2005

Bachelor of Computer Science (Hons)

**Languages Known:-**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Language*** | ***Reading*** | ***Writing*** | ***Speaking*** |
| English | Fluent | Excellent | Fluent |
| Urdu | Fluent | Excellent | Fluent |
| Arabic | Good | Good | Good |

**PROJECTS**

* ***Rayadah Investment Company Contract (P111, KAFD Project)-***The Project consists of 4 high rising towers and Podium(Parcel 3.04, 3.45 & 3.05, King Abdullah Financial District, Riyadh Saudi Arabia
* ***Samba Head Quarter Project-***The Project consists of high rising tower 42 sorties & Podium, King Abdullah Financial District,Riyadh, Saudi Arabia
* ***Ministry of Defense & Aviation (MODA) contract (Peace Sun IX Project)-***Project consists of 27 different facilities like SunShelters, Missile Build up, Dangerous Cargo Pad, Ammunition Stores, Aircraft refueling stations and various other buildings, King Khalid Air Base Khamis Mushayat, Saudi Arabia

**PROFESSIONAL TRAININGS**

* *How to Achieve Your Sales Targets*, facilitator Mr. Sultan Khan, Rays Training and Development Company, 12thMay 2007
* *Power of Change*, facilitator Mr. Vichen Unana, Golden Key International,16thJuly 2006
* *Power of Change*, facilitator Mr. Vichen Unana, Golden Key International, 27thApril 2006