

Khadija Tariq

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Karachi,

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Area of Expertise & Strengths

Determined and proactive Executive Assistant adept at coordinating international travel, organizing large scale meetings, and managing third-party vendors. Highly self-motivated with a strong work ethic. Provide support with a sense of urgency to anticipate the needs of senior-level executives.

Analytics: Solutions-oriented and proactive at analyzing processes. Able to leverage strong logical and creative thinking skills to predict project outcomes, control risk, and lay groundwork for success.

Communications: Easily communicates both orally and in writing with peers, supervisors.

Leadership and Teamwork: Willingly assumes leadership of team projects, promoting collective success through open dialogue, goal-setting, informed decision-making, providing constructive criticism, and immediately addressing potential conflicts to prevent escalation.

Technical Proficiencies: Solid command of Microsoft Office Suite. Able to swiftly learn and apply emerging technologies.

Professional Experience

Kings Builders & Developers (Kings Group).

Projects Secretary & HR Coordinator

Apr 2019 – Present

Responsibilities:

- Maintaining attendance of all projects, keeping close eye on their daily activities of all site staff by collecting daily progress reports from each projects.
- Managing diaries and organising meetings and appointments, often controlling access to the Engineers/Supervisors.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Maintain executive's agenda and assist in planning appointments, board meetings etc.
- Attend meetings and keep minutes.
- Fostered operational efficiency and compliance with company policies through effective coordination of office activities.
- Keeping track of timesheets of the Site Staff and prepare weekly reports.
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Coordination with all 7-Projects Staff and reminding them important tasks and deadline which had been discussed in weekly meeting, collecting daily progress reports, labor utilization reports, Concrete & steel consumption etc.
- **Compiling and preparing reports, presentations and correspondence**

- Managing databases and filing systems.
- Handling all confidential information in a professional manner.
- Involved with Procurement Department, Contractors Billing, Vendors Billing and assisted departments in completing all office functions Smoothly.
- **Handling all projects construction Site HR management from hiring, issues memo, warning letter, monitoring Progress (EPE), preparing deduction sheets etc.**

KGC Builders & Developers

Executive Secretary to the CEO/Admin & HR Coordinator

April 2017 – Dec 2019

Responsibilities:

- Managed CEO's complex calendar with appointments as well as coordinating travel arrangements.
- Acting as a first point of contact: dealing with correspondence and phone calls
- Developed and updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Managed executive's itinerary and appointments and streamlined scheduling procedures.
- Monitored usage of office supplies and contacted vendors to place new orders for replenishment.

HR & ADMIN Responsibilities

- In the Secondary Role of "HR & Administration. Manage the administration of recruitment campaigns including: advertising vacancies, collating applications and data, corresponding with candidates, assisting managers with the shortlisting and selection process.
- Monitor recruitment and selection data.
- Coordinate the appraisal process through KPI process, assisting with internal communications, ensuring documentation is completed and collating relevant information.
- Employment contracts administration: preparing contracts for new starters, contract changes, extensions and keeping accurate records.
- **Administrative work:** updating databases, Inspection Office Equipment's (Fax, Printers, intercom etc) conducting repairs, writing reports, scheduling appointments, procuring new Equipment or furniture.

Akber Ali & Sons

Business Development Executive

Importers of Heavy Machinery

Nov 2014 Jan 2017

Responsibilities:

- Studying technical and commercial requirements of the tender. Searching new principal as and when required.
- Search for the new vendor or existing principle in comparison the equipment according to the specification.
- Prepare clause by clause comparison of selected equipment with the tender requirement.

- Referring clause by clause comparison to respective principals for their expert advice.
- Following up with principals for clause by clause, quotation, recommended spare parts list and necessary authorization letters and certificate (if any required).
- Preparing Technical and Commercial bid.
- Arranging Bid Bonds.
- Participating selected tender openings.
- Correspondence between Tender Authority and respective Principals when required for technical clarifications.
- Preparing Comparative Statement after tender opening.

UAE WORK EXPERIENCE

MAX Touch Computers

Business Development Executive

I.T Service, Sale & Solution Providers in Dubai

Dec 2008 – Dec 2010

Responsibilities:

- Leading a **call center** for Cooperate sector, providing support to the sales agents in Answering representative's questions, guiding them through difficult **calls** or issues, diffusing angry customers, or handling issues that cannot be fielded by representatives.
- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Conducting market research to keep abreast of emerging trends and business opportunities.
- Coordinate with the foreign principle for the supplies.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Assess the efficiency of the team by leading and motivating through trainings for improvement of processes follow up; product discussions & market need analysis.
- Coordinate with supporting team for achieving Sales Target; Customer Care & Relationship Management for services support & managing end to end communication.
- Meet with customers on their business requirements; follow up on performance feedback.

BDH Middle East LLC

International Sale Coordinator

Chemicals and Petroleum Testing Equipment

Dec 2006 – Dec 2008

Responsibilities:

- Answer and process each enquiry efficiently and accurately.
- Make accurate, rapid cost calculations and providing customers with quotations.
- Assisting with order processing including receiving, processing and reviewing customer transactions and service enquiries received by phone and mail/e-mail; includes rectifying customer problems within ability or passing problems to higher authority.

- Work closely with other department to grow equity through the quality content creation.
- Accomplish the mission of the organization by ensuring all vendors are well paid as and when due.
- Ensure complete accountability as regards accounts receivable
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.

Project Tendering:

- Download the tender document specification and provide quotation based on product specified.
- Fill Pre-Qualification form and comply our company profile to customer.
- Search for new vendors.

Education

- **4 years Diploma in Commercial Designing (CIAC).**
- 1 Year Diploma in Computer Science (Software).
- **Graduate (Political Science)– Karachi University.**
- Intermediate HSC Karachi Board.
- Matriculation SSC Karachi Board.

Personal Information

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| • Nationality: | Pakistani |
| • Resident of: | Pakistan |
| • Date of birth: | March 14th 1976 |
| • Status: | Married |
| • Dependents: | 02 |