

# Touseef Tariq

Nationality: Pakistan

Visa status: Transferable

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## Objectives:

My first intention is to use my knowledge to understand my work and to be a part of dynamic organization where I can enhance my capabilities, skills, knowledge and experiences in field of management, Business administration, Business development and Project Management.

## Experiences:

- 3 year experience in field of Project Management in “**Al-Tamimi Group (Tafga O & M) Jubail KSA**” as Project Coordinator.  
(August 2016 to Current)
  - ❖ 1 year experience as Administrator in **SABIC (Saudi Arabian Basic Industries Saudi Corporation) Jubail KSA.**  
(August 2016 to 2017)
  - ❖ 1 year experience as Work control coordinator is **SBC SADARA Chemical Company Jubail KSA.**  
(July 2017 to Current)
- 1 year and 2 months experience in field of Customer Services and Micro financing in **Sybrid Pvt Ltd. Islamabad Pakistan** as Customer Facilitation Executive/Customer Relationship Officer.  
(February 2015 to March 2016)
- 1 year and 2 months experience in field of Customer Services inbound/Outbound in **PTML Ufone Pvt Ltd. Islamabad Pakistan** as Customer Facilitation Executive.  
(April 2012 to May 2013)
- 1 year experience in field of finance in **Orazone Technologies Islamabad Pakistan** as Finance officer.  
(September 2011 to September 2012)

## Education:

Master of Business Administration      2011

**COMSATS Institute of Information Technology, Islamabad, Pakistan**

B.Com (Bachelors of Commerce)      2009

**University Of Punjab, Lahore Pakistan**

**Certificates and Achievements:** the top performer and employee of the month for month of December 2016 in Sybrid pvt.ltd Islamabad Pakistan.

- Training certificate of advance MS Excel applications on investment strategies/modern portfolio theory.
- Certificate of Skill Builder level-1 plus from NJI Life insurance training academy in December 2011 at Rawalpindi

### **Core Competences:**

Can work effectively both independently and as a member of a cross functional team, Analyzing work need and act accordingly, good communication and, presentations skills, Fast learner, capable of organizing projects along with all business legal documentations as per defined policy and process.

### **Skills:**

Time Management, Communication, Customer Relationship Management, Document Management, Brand Development, Team Management

### **Computer Skills:**

Microsoft Windows Internet information analytics etc.  
Excellent in using the Microsoft Office suite with strong Excel and PowerPoint skills.  
Quick book and Peachtree skills.  
SAP ERP  
IDS FORTUINE NEXT (Maintenance application)  
SAP Material Management  
Adobe Photoshop

### **Hobbies:**

Playing Snooker, Surfing Internet, Interested in books and magazines.

### **References:**

References and required documents will be furnished on demand