

TARIQ BEHZAD KHAN

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Distinguished and versatile professional with a proven track record in Educational Planning & Management, Administration, Security Management, Intelligence & VVIP Protocol, and Project & Operations Management. Renowned for exceptional expertise in Mentoring, Training, Organizational Development, and Facilities & Event Management. Masterful in Instructional Design, Curriculum Planning, and Office Administration. Demonstrates unparalleled skills in Client Relationship Management, Career Counseling, and Contract Negotiations. Certified Lead Auditor ISO, Corporate and Taxation Services, a visionary leader committed to driving innovation, fostering collaboration, and executing strategic plans to elevate performance and productivity, ensuring the seamless achievement of organizational goals.



Education & Certifications

- **MBA** (In progress)
- **MEd (Gold Medal)** Educational Planning Management
- **PGD MIS (Management Information Systems)**
- MSc (Physics, Part-1)
- **BEd** (Educational & Developmental Psychology, Educational Planning & Management)
- BSc (Physics & Mathematics)
- Instructional Techniques & Pedagogy
- Certified Mentor & Instructor
- Certified Security & Crisis Management Professional
- Certified Intelligence Professional & VVIP Protocol
- **Project Management Professional** (Google)
- **Lean Six Sigma Black Belt**
- **Advanced Cybersecurity Risk Management**
- Diploma in **Technical Project Management**
- **Risk Management (United Nations)**
- Executive Diplomas in Business Administration, Operations & HR Management
- Diplomas in Social Media Marketing & Copywriting and Sales & Services Management
- Internal / Lead Auditor Certifications (ISO 9001, ISO 27001, ISO 14001, ISO 45001)

Skills

- Educational Planning & Management
- Mentor & Instructor
- Instructional Design & Resource Development
- Motivation & Stress Management
- Training Needs & Gap Analysis
- Curriculum Planning & Evaluation
- Test Construction & Evaluation
- Time Table & Syllabi Distribution
- Classroom & Duty Roster Management
- Administration & Security Management
- Situational Analysis & Reporting
- VVIP Protocol & Crisis Management
- CCTV Surveillance
- Management Accounting
- Compensations & Benefits
- Budget Forecast & Financial Planning
- **MS Office (Excel, Word, PowerPoint, Outlook, Teams, Planner)**
- Project Management & Technical Project Management
- Agile & Scrum Management
- Operations Management
- Data Analysis & Report Writing
- Strategy & Organizational Development
- Risk Management (UN & ISO 31000 Certified)
- Quality Management (ISO 9001-2015 Certified)
- Information Security (ISO/IES 27001-2022 Certified)
- Occupational Health & Safety (ISO 45001-2018 Certified)
- Integrated Management. ISO 9001 & ISO 14001, & ISO 45001
- Stakeholders Management
- Client Requirement Analysis & Market Penetration
- Sales & Services Management
- Customer Relationship Management (CRM)
- Social Media Management & Marketing
- **MS Project & MS Visio, LAN / WAN**

Professional Experience

Operations & Facilities Manager (Cloud Surge Solutions),

- Project Management
- Infrastructure Development
- Budget Forecast and Risk Assessment
- Operations & Facilities Management
- Standard Operating Procedures (SOPs) &
- Contract Management & SLAs
- Compensation & Benefits Analysis/Recommendations
- Security Management & Liaison with LEAs and Local Administration

Training Manager (Cloud Surge Academy)

- Mentor & Career Counsellor
- Training Needs and Gap Analysis
- Instructional Design, Resource Development, Classroom & Hostel Management

GM Admin & Security (Paradise City Islamabad & Rafay Mall, Rawalpindi) Real Estate

- Project & Operations Management
- Security Management (Project Land, Accommodation & Facilities, Liaison with LEAs, CDA, RDA, IESCO, SNGPL, PTCL)
- Topography and Mapping of the Project Land
- Construction of Offices, Boundary Wall, Main Entrance, Installation of Solar Tubewell
- Vendors Management, Contract Management, SLAs & Negotiations

Education Instructor - Education Branch, Pakistan Air Force – 1996-2021

- **College of Education, PAF**
 - Instructor & Mentor (BEd, Bachelor of Library & Information Science, Instructional Techniques & Pedagogy)
 - In-charge Registrar Office & Exam Coordinator
 - Syllabi Review, Resource Development, Test Construction
 - University / HEC Liaison
- **School of Aeronautics (CoE), PAF Airmen Academy**
 - Instructor / Mentor EASA (European Aviation Safety Agency) B1 / B2 Engineers
 - Assistant Registrar & Exam Coordinator
 - Facilities, Classroom & LMS Management
- **Junior Commissioned Officers Academy, PAF**
 - Instructor / Mentor
 - Assistant Registrar, Training Coordinator & LMS Management
 - Chairman Mess Committee (Trainees Mess & Hostels)
- **Pre-Trade Training School, PAF**
 - Staff Duty with Officer Commanding / Chief Training Officer
 - Instructor / Mentor, LMS Management
 - Training Coordinator & In-charge Registrar Office