

CURRICULAM VITAE

IMRAN SIDDIQUE

House # CB-836/A, Lane # 5 Peshawar Road,
Rawalpindi Cell # +92-333-555-5838
E-Mail: imranciddique@outlook.com



CAREER OBJECTIVE:

Detail-oriented and proactive Operations Manager with a strong foundation in administrative coordination, HR support, and office management within the construction and services sectors. With over a decade of diverse experience, I bring proven expertise in streamlining office operations, managing staff workflows, assisting with HR procedures, maintaining financial records, and handling correspondence and documentation. Skilled in multitasking, managing databases, organizing meetings and reports, and ensuring smooth day-to-day functioning of organizational processes. Seeking a dynamic role where I can leverage my administrative acumen, interpersonal strengths, and operational insight to support executive goals and enhance overall organizational efficiency.

EDUCATIONAL QUALIFICATION:

✓ DAE (Civil) Punjab Board of Technical Education	Percentage 66%	(2011)
✓ D.COM Punjab Board of Technical Education	Percentage 50%	(2005)
✓ MATRICULATION Rawalpindi Board	Percentage 61%	(2003)

COURSES:

NEBOSH:	IGC-1 / IGC-2 International general certificate in occupational health & safety (UK). (March 2022 –June 2022)
AutoCAD:	3 months AutoCAD (2D/3D) diploma from Construction Technology Training Institute, Islamabad.

EXPERIENCE:

HOLZINN HOME (PRIVATE) LTD

(05 MAR 2025 – TILL DATE)

Currently working as Manager Operations at Holzinn Home (Private) Ltd, I am responsible for overseeing daily business operations, managing administrative staff, and ensuring smooth internal workflows across departments. My role extends to handling HR functions such as recruitment support, performance monitoring, and employee coordination. I manage client and subcontractor meetings, lead negotiations, and act as the primary liaison between the design department, construction teams, and clients to ensure accurate and timely project execution. Additionally, I assist in managing incoming and outgoing project-related payments, support the CEO in executive tasks, and help maintain effective communication, reporting, and documentation across the organization.

MANAGER OPERATIONS

Bahria Town, Rawalpindi, Pakistan

- ✓ Oversee day-to-day operations of the company, ensuring efficient workflow across departments.
- ✓ Manage administrative staff, monitor office systems, enforce procedures, and streamline internal processes.
- ✓ Supervise documentation, reporting, correspondence, and records management for all ongoing and completed projects.
- ✓ Handle HR-related functions including recruitment support, employee onboarding, attendance tracking, staff performance monitoring, and leave management.
- ✓ Foster a professional and positive work environment, mediating employee concerns and promoting team cohesion.
- ✓ Act as a key liaison between the company and clients; manage meetings, and project briefings with clients to ensure clarity and satisfaction.
- ✓ Maintain oversight of incoming and outgoing project-related payments.
- ✓ Assist the accounts department with basic bookkeeping, invoice tracking, and cash flow monitoring for ongoing projects.

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- ✓ Provide direct assistance to the CEO in day-to-day management tasks, scheduling, follow-ups, and confidential communications.
- ✓ Support strategic planning and internal decision-making through research, documentation, and reporting.
- ✓ Serve as the communication bridge between the Design Department, Construction Teams on-site, and Clients to ensure accurate execution of design intent and project requirements.
- ✓ Track project progress, flag operational challenges, and ensure timely updates to relevant stakeholders.
- ✓ Organize internal and external meetings, prepare agendas and minutes, and ensure follow-through on action items.
- ✓ Compile and present progress reports for ongoing projects and internal reviews.
- ✓ Handling contracts with clients and subcontractors, ensuring terms are clear, compliant, and properly executed.
- ✓ Coordinating with CFO and overseeing payables and receivables, maintaining accurate records, and ensuring timely follow-ups and reconciliations.
- ✓ Coordinating with project and procurement teams to align financial planning with execution timelines.
- ✓ Leading documentation, correspondence, and reporting related to commercial activity.
- ✓ Supervising the commercial team and ensuring efficient and transparent processes.
- ✓ Coordinate with planning engineer to create project overview, workflow and closure reports.
- ✓ Ensuring compliance with policies in all commercial dealings.

Perform other duties and responsibilities which are assigned to me by CEO/Directors from time to time.

AH DESIGN AND BUILDERS

(11 DEC 2022 – 31 JAN 2025)

Worked as Manager Operations at AH Design and Builders at Bahria Town, Phase VIII, Rawalpindi.

During my time at AH Design & Builders I managed day-to-day business operations, set strategic goals, and optimized workflows to support growth and efficiency. I oversaw HR functions, led the recruitment of over 50 full-time employees, and maintained accurate records of attendance, payroll, and project costing. I was responsible for analyzing financial data, managing cash flow, and creating budgets to streamline expenses. I also developed and implemented policies, SOPs, and productivity measures, while preparing regular reports for senior management. Additionally, I handled client issues, internal challenges, and provided operational solutions to support overall organizational performance.

MANAGER OPERATIONS

Bahria Town, Rawalpindi, Pakistan

- ✓ Overseen day to day operations, developed strategies, set up daily, weekly, monthly goals for business growth.
- ✓ Maintained project timelines, analyzed accounts, and financial data, maintained cash in-flow & outflow record.
- ✓ Managed HR, led new talent acquisition and recruitment process for over 50 new full-time hires.
- ✓ Accurately tracked and recorded the hours worked by employees, maintained their monthly attendance record, punctuality and employees leave requests to ensure accurate payroll and project costing.
- ✓ Created and Maintained budgets and optimized day to day expenses to keep business run smoothly.
- ✓ Set policies and processes to ensure employees work productively and develop professionally.
- ✓ Evaluated and improved operations, established SOP's to improve organizational effectiveness.
- ✓ Prepared daily, weekly, and monthly reports, for higher management.
- ✓ Provided solutions to issues (e.g. profit decline, employee conflicts, client problems, business opportunities).
- ✓ Preparing letters, presentations and reports, and supervising the work of administrative staff.

Perform other duties and responsibilities which may be assigned by my immediate supervisor from time to time.

IGLOO CONSTRUCTION PVT LTD

(01 MAY 2019 – 10 DEC 2022)

Worked as Project Coordinator cum Site Engineer at IGLOO Constructions Pvt. Ltd at Bahria Town, Phase VIII, Rawalpindi.

PROJECT COORDINATOR/SITE ENGINEER

Bahria Town, Rawalpindi, Pakistan

Key Role:

- ✓ Responsible for all activities on site including.
- ✓ Piling works; bore holes, cage fabrication, steel checking, concrete pouring.
- ✓ Site layout plan, site office construction and renovation.

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- ✓ Supervised all the steel and concrete work in slabs, columns and beams.
- ✓ Check platform levels before commencing works and after backfilling.
- ✓ Site supervision and quality assurance for all the work being carried out on site.
- ✓ Coordination between project manager, architectural & structural designers and Bahria Town.
- ✓ To conduct daily pre-task briefing before proceeding with daily tasks. Ensuring project is in accordance with health and safety legislation.
- ✓ Supported project quality assurance and quality control planning for assigned tasks.
- ✓ Coordination with main contractor and consultants to maintain safe working standards at site.
- ✓ Conferred with senior management, owners, contractors and design professionals to discuss project progress and found solutions to existing problems in the project design.
- ✓ Daily progress sheets, check lists, manpower reports.

Perform other duties and responsibilities which may be assigned by my immediate supervisor from time to time.

BAHRIA TOWN PVT LTD

(03 JAN 2016 – 30 APR 2018)

Worked as Site Engineer at Bahria Town, Phase VII & VIII, Rawalpindi.

SITE ENGINEER

Bahria Town, Rawalpindi, Pakistan

Key Role:

- ✓ Checking of all Concrete pouring & steel work in Slab, Columns and Beams of residential buildings.
- ✓ Supervising all the Excavation, back filling and compaction work.
- ✓ Supervising all (Feeder/HT/LT/Street Light) underground cable laying, road crosses, backfill & compaction.
- ✓ Supervising the laying of Foundations of Transformers, Street Light Poles, DB's & SMP's.
- ✓ Checking of all bills by the sub-contractors for excavation/backfill/cable laying.
- ✓ Supervised and maintained record of machinery "Excavator, Crane, Low Bed, Water Bowser" used by my team.

Perform other duties and responsibilities which may be assigned by my immediate supervisor from time to time.

CONSTRUCTION INVADERS PVT LTD

(05 AUG 2012 – 01 FEB 2014)

Worked as Site Supervisor at Construction Invaders (Pvt.) Ltd. My main responsibilities were to supervise Structural work (R.C.C frame Structure) Layout & Leveling work; All Finishing works (Block work, Plastering, Tiling) & All Other Building Works etc.

SITE SUPERVISOR

Askari XIV, Rawalpindi, Pakistan

Key Role:

- ✓ Supervising all the Layout and Level related work.
- ✓ Supervising all the Concrete related work.
- ✓ Checking of all steel work in Slab, Columns and Beams.
- ✓ Supervising all the Plastering work.
- ✓ Maintain file for weekly & fortnightly cube testing.

Perform other duties and responsibilities which may be assigned by my immediate supervisor from time to time.

TECHNICAL & INTERPERSONAL SKILLS:

- ✓ Excellent knowledge of MS Office, Computer Applications, Software & Hardware.
- ✓ Excellent knowledge of Internet, Emailing & Web surfing.
- ✓ Excellent knowledge of Web3, Cryptocurrencies, DeFi, DeFAI, protocols, etc.
- ✓ Good at multi-tasking & able to work effectively in teams.
- ✓ Capable of performing individual tasks in the best possible way.
- ✓ Team player with an optimistic approach towards problem resolution.
- ✓ Hard working, Fast learner and can work with minimum supervision.

PERSONAL DETAILS:

Nationality:	Pakistani	Gender:	Male
CNIC #	37405-8506187-7	Date of Birth:	04-01-1987
Marital Status:	Married	Language:	English, Urdu, Punjabi