

TARIQ NAWAZ

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Energetic Management expert with a deep knowledge of productive strategies and ability to manage resources and meet expectations within available resources. Hoping to secure a Management position in an organization where existing abilities will be maximized, while efficiency and effectiveness converges.

EXPERIENCE

JULY 10TH, 2017 TO DECEMBER 30TH, 2024

ADMINISTRATOR/PRINCIPAL (OWNER), ACE FOUNDATION HIGH SCHOOL FOR BOYS & GIRLS, MAIN ADYALA ROAD, RAWALPINDI.

Primarily responsible for Instructional leadership, teacher evaluation, budget, timetable, yearly calendar, internal and external communication (Weekly Bulletin, Newsletters), staff development, student leadership, and collaboration.

Working towards improving achievement for all students, successfully implementing school redesign (High School Redesign) and building a team approach focused on collective responsibility for student success. Teaching assignment includes English language, science/social studies, education, self management skills, business communications, personality development, stress management skills, ethics and leadership.

NOVEMBER 10TH, 2016 TO NOVEMBER 30TH, 2017

PROJECT DIRECTOR, AL-WADOOD INSTITUTE OF PROFESSIONAL STUDIES, ISLAMABAD.

Deliver quality Education by Managing AL-WADOOD INSTITUTE OF PROFESSIONAL STUDIES academic resources, ensuring proper instruction and delivery of curriculum materials, managing the learning environment, and facilitating the use of the organization's learning methods and materials. Overall administration and admissions of the Project 50% shares holder in the project. Provide quality student services by ensuring proper and timely orientation, providing academic support to enable student academic success, and advising and documenting students on academic issues.

Founder of fully funded scholarship under Ministry of Labor and Manpower, Islamabad, Workers Welfare Board fully funded Scholarship for Industrial Workers and their Wards and grant of 10 Million received from this project.

JANUARY 14TH, 2011 TO JUNE 30TH, 2017

PUBLIC RELATION OFFICER, COMSATS UNIVERSITY, ISLAMABAD ATTOCK CAMPUS.

Overall admissions, Public Relations, Media & Marketing, hostel accommodations etc. Maintaining good relationships with inter-departmental and administrative issues. Focusing and organizing on industrial liaison to promote the organization's image through partnerships and advertising and serve as the spokesperson. Starting and looking after the student admissions under Workers Welfare Fund. Setting-up local Financial Aid office and managing student's financial support programs. Founder of fully funded

scholarship through Ministry of labor and manpower, Islamabad. Workers Welfare Board fully funded Scholarship for Industrial Workers and their Wards enrolled almost 500 students and grant of 500 Million received.

Providing guidance to the sub-ordinate staff using the best practices of HR. Creating innovative campaigns to engage with the public and media. Collaborating with other teams such as marketing and designers to create promotional content. Handling any HR related issue that may arise during recruitment, hiring and day-to-day chores.

JANUARY 1ST, 2010 TO JANUARY 10TH, 2011

ASST. MANAGER MEDIA & MARKETING, IQRA UNIVERSITY PESHAWAR CAMPUS.

Developing strategies and tactics to boost the organization's reputation and drive qualified traffic, overall admissions, Public Relations, Media and Marketing, Hostel accommodations etc. Deploying successful marketing campaigns from ideation to execution. Analyzing consumer behavior and adjusting advertising campaigns accordingly. Experimenting with various organic and paid acquisition channels, building and managing strategic relationships and partner with key industry players, agencies and vendors. Helping in preparation and monitoring of the marketing budget on a quarterly and annual basis and managing funds wisely.

JANUARY 1ST, 2002 TO JUNE 30TH, 2007

ASST. MANAGER (INDUSTRY LIAISON), DAWOOD LAWRENCEPUR MILLS LIMITED, ATTOCK.

Implementing partnerships central services policies, procedures and processes on campus. Establishing effective working relationship with community stakeholders focusing on industry in order to understand trends and labor needs. Identifying learning experiences and internship, employment, and volunteer opportunities for wards of workers in coordination with academic services and advising function. Creating opportunities for the industrial workers children free education programs in different pakistani Universities fully funded scholarship through workers welfare board, EOBI and ESSI dealings with CBA Union and other stakeholders.

EDUCATION

2011-2015

MS (MANAGEMENT SCIENCES), CGPA 3.1/4.0

From COMSATS University Islamabad, Attock Campus.

2008-2011

MBA (HRM) EQUIVLENT TO MS, CGPA 3.2/4.0

From IQRA University, Karachi (Peshawar Campus).

2000-2002

B.A (LAW & ENGLISH LITRETURE), 45% MARKS

From University of Peshawar.

1997-1999

F.SC (PRE-MEDICAL), 54% MARKS

From BISE, Peshawar.

1996-1997

SSC (SCIENCE), 70% MARKS, FROM BISE, PESHAWAR.

CORE COMPETENCIES:

Principals of Management	Stress Management Skills
Managerial Communications	Business Communications
Human Resource Management	Research Methodology
HRM Policies and Practices	Self Management Skills
Human Resource Development	Marketing Management
Recruitment & Selection	Supply Chain Management
Organization Development	Training & Development
Organization Behavior	Advances in Human Resource
Principals of Marketing	Development and Management

CERTIFICATES:

1. Certificate for attending one day seminar on “Business ethics in Islamic perspective”, issued by skill development council, Peshawar.
2. Certificate of appreciation for organizing blood donation camp for hamza foundation welfare hospital blood services Peshawar, in COMSATS University Islamabad, Attock.

Key Assignments & Contributions:

1. Event Manager | 2 years
2. Organized annual convocations.
3. Focal person and financial add officer to HEC
4. Focal person to Ministry of labor & manpower, Islamabad.
5. Enrolled more than 500 students through fully funded scholarships and grant of 500 Millions received from this project to COMSATS University Islamabad, Attock Campus.
6. Project Director and 50 percent shares holder in AL-WADOOD Degree College facilitating WWB/WWF students and grant of 10 Million received from this project.

Final Thesis / Research: Effect of Organizational Culture on employee performance. A moderating role of self-efficacy.

RESEARCH PUBLICATIONS:

1. **Journal:** “Determining the Influence of psychological capital on the ethical behavior of sales force: A case of telecom sector”, European journal of Business and Management www.iiste.org.ISSN 2222-1905 (Paper) ISSN 2222-2839 (Online) Vol.6, No.37, 2014 290.
2. **Journal:** “ How face book advertising affects buying behavior of young consumers: The moderating role of gender” , *Academic Research International* Vol. 5(4) July 2014 Copyright © 2014 SAVAP International ISSN: 2223-9944, ISSN: 2223-9553, www.savap.org.pk 395 www.journals.savap.org.pk
3. **Journal:** “A Comparative analysis of internalization strategies of Chinese’s MNC’s in developing and developed economies”, *Sci.Int. (Lahore)*, 26(3), 1329-1335, 2014 ISSN 1013-5316; CODEN: SINTE 8 July August, 2014 1329
4. **Journal:** “Some Insights in the historical prospective of hierarchy of effects model: A short review”, *Information Management and Business Review*, Vol. 6, No. 6, pp. 301-308, December 2014 (ISSN 2220-3796)

5. **Journal:** "A Comparative analysis of mobile and email marketing using AIDA model", *J. Basic. Appl. Sci. Res.*, 4(6)38-49, 2014 © 2014, Text road publication ISSN 2090-4304 Journal of basic and applied scientific research www.textroad.com
6. **Journal:** " How advertising affects the buying behavior of consumers in rural area: A case of Pakistan" , *Academic Research International Vol. 5(4) July 2014* Copyright © 2014 SAVAP International ISSN: 2223-9944, ISSN: 2223-9553, www.savap.org.pk 405 www.journals.savap.org.pk
7. **Journal:** "Determining the influence of organizational culture on employee performance: The moderating role of self-efficacy", *European journal of business and management*, Vol.8, No.4, 2016.

Languages: English, Urdu, Pashto, Punjabi

PERSONAL INFORMATION:

Name: Tariq Nawaz Khattak
Father Name: Gul Shadi Khan
Date of Birth: April 10th, 1981
Nationality: Pakistani

References:

1. Col® Javed Iqbal Naemi Principal District Jinnah Public School and College Mandi Bahudin. Cell No. +92-312-5600123, Email address: javednaemi1@gmail.com
2. Mrs. Farwida Javed Assistant Professor Department of Electrical and Computer Engineering COMSATS University Islamabad, Attock Campus. Phone No. +92-57-2700622, Email address: farwida.javed@gmail.com
3. Mr. Anjum Shahzad Khan Deputy Registrar COMSATS University Islamabad, Attock Campus. Cell No. +92300-5805337, Email address: anjum.ciit@gmail.com