

MOHAMMAD TARIQ

SENIOR OFFICE COORDINATOR | SALES EXECUTIVE | ACCOUNTS | SENIOR PRO

+923715233370 (PK)

tariqwah007@gmail.com

Islamabad, Pakistan

ABOUT ME

A dedicated professional with over 26 years of experience in the UAE and Pakistan, I have excelled in various roles, including Office Coordinator, Sales Executive, Supervisor, Public Relations Officer (PRO), and Account Professional. I am recognized for my positive attitude, strong work ethic, and ability to thrive under pressure. With proven expertise in office management, customer relations, invoicing, and vendor management, I am committed to contributing to the growth and profitability of the organization.

EDUCATION

Bachelor of Science (BSC) in Mathematics

Sept 1987 - Jun 1990

Punjab Government Degree College, Rawalpindi, Pakistan

- Developed foundational skills in problem-solving, data analysis, and systematic thinking

Faculty of Science (FSC) in Pre-engineering

Aug 1984 - Oct 1986

Wah Cantt, Pakistan

- Studied Physics, Chemistry, Statistics, Mathematics
- Established a strong foundation in logical reasoning and written communication

PROFESSIONAL EXPERIENCE

Senior Office Coordinator & Accounts Supervisor

Nov 1998 - Present

Al-Mahboob Tech Contracting Co LLC – Abu Dhabi, UAE

- Oversee end-to-end operations including job coordination, warranty claims management, quotation preparation for corporate clients, and procurement of workshop spare parts
- Process credit and cash invoices, lead official meetings with management, coordinate material distribution to service department, and maintain a diverse customer portfolio (institutions, traders, dealers) through regular visits and follow-ups
- Enforce health, safety, cleanliness, and security protocols while managing customer relationships to monitor and enhance service quality.

Assistant Front Office Manager / Night Auditor / Cashier

Jan 1995 - Mar 1997

Best Western Hotel Islamabad – Islamabad, Pakistan

- Supervised front desk operations, guest services, and complaint resolution
- Performed night audits and cash reconciliation professionally.
- Trained and guided junior front desk staff on hotel policies and customer service standards.
- Managed check-in/check-out processes and coordinated with housekeeping and maintenance departments.

Assistant Front Office Manager

Jun 1993 – May 1994

Hotel Civic – Islamabad, Pakistan

- Assisted in managing front office staff and daily operational workflows
- Handled guest check-ins, check-outs, and resolved billing discrepancies professionally
- Coordinated guest services, room allocations, and special requests to ensure customer satisfaction.
- Maintained accurate records of room availability and communicated with other departments for seamless service delivery

Receptionist & Cashier

Aug 1988 – Dec 1991

Lake View Motel – Islamabad, Pakistan

- Greeted and assisted guests, managed reservations, and handled check-in/check-out procedures
- Processed cash transactions, maintained daily cash reports, and ensured accurate billing
- Responded to guest inquiries and resolved minor complaints with professionalism
- Coordinated with housekeeping and service staff to ensure room readiness and guest comfort.

CORE COMPETENCES

Categories	Skills
Office Management	Job coordination, warranty administration, material planning, procurement
Sales & Business Development	Quotation preparation, credit/cash invoicing, customer visits, follow-ups.
Customer Relations	Institutional, trader, and dealer account management.
Accounting	Invoice processing, purchase coordination, basic bookkeeping
Compliance	Health & safety, workplace security, cleanliness
Technical Skills	MS Word, MS Excel, MS Office, Internet, Email/Gmail
Soft Skills	Team leadership, problem-solving, interpersonal communication

ADDITIONAL INFORMATION

- **Total Experience:** 26+ years of Professional Experience.
- **Languages:** English, Arabic, Urdu (Fluent & Professional in all)
Certifications: UAE Driving License – 12+ years of experience.
- **Awards/Activities:** **Al-Mahboob Elec.** - Outstanding Performance in Office Coordination (2019), Supervisor of the Year (2018), Customer Service Excellence Award (2017) Best Employee of the Year(2015)

PERSONAL INFORMATION

- **Nationality:** Pakistani
- **Date Of Birth:** 5 January 1968
- **Marital Status:** Married.
- **Religion:** Islam