

HAFIZ MUHAMMAD HASHIM TARIQ

COORDINATION

+92 345 5227442

REGULATORY COMPLIANCE

imhashimtariq@gmail.com

DOCUMENTATION

Islamabad, Pakistan

LIAISON

PROFILE

Coordination and compliance professional with five years of experience in formally regulated organisations, serving as the institutional focal point for liaison with a federal regulatory authority. Direct experience managing official correspondence and submissions, preparing manuals and documents for formal approval, hosting external inspections and audits, and maintaining trackers of pending observations, deadlines, and corrective actions through to closure. Routinely coordinated across internal departments to obtain records within deadline and prepared status briefs for senior management. Accustomed to handling controlled and confidential records with strict accuracy requirements. Persistent and tactful in following matters up, and comfortable attending meetings and visiting external offices as required.

EDUCATION & CERTIFICATIONS

MS Engineering Management
BS Mechatronics Engineering

Coventry University, United Kingdom — 2021
Air University, Islamabad (HEC-recognised) — 2019

- CMI Level 7 Certificate in Strategic Management & Leadership
- CMI Level 7 Award in Professional Consulting
- ISO 19011:2018 | Lead Auditor
- ISO 9001:2015 | QMS
- AS9100D | QMS Avn

CORE COMPETENCIES

Liaison & Coordination

Regulatory Authority Liaison | External Stakeholder Engagement | Inter-Departmental Coordination | Meetings & Official Visits

Documentation

Official Correspondence & Drafting | Procedure Manuals | Institutional Submissions | Controlled Records | Confidentiality

Compliance & Follow-Up

Inspection & Audit Hosting | Observation & Deadline Tracking | Corrective Action Closure | Status Reporting & Briefing

PROFESSIONAL EXPERIENCE

Assistant Manager – Compliance & Coordination

Askari Aviation (Pvt) Ltd (CAA-Approved), Rawalpindi

2024 – 2025

- Acted as the organisation's focal point for liaison with the Pakistan Civil Aviation Authority, managing official correspondence, submissions, and follow-up on approvals, renewals, and observations.
- Prepared organisational procedure manuals and amendments for formal regulatory approval, pursuing each submission through to acceptance.
- Hosted external regulatory inspections and renewal audits, and maintained a tracker of findings, deadlines, and corrective actions until closure.
- Managed the internal audit programme, coordinating with departments to obtain required records, information, and supporting evidence within deadline.
- Prepared status reports and briefs for senior management and regulatory authorities on compliance standing and pending matters.
- Maintained controlled official and technical records under strict accuracy, traceability, and confidentiality requirements.

Assistant Manager – Projects & Quality Control

Oxta Design Ltd, Rawalpindi

2022 – 2024

- Coordinated between clients, cross-functional departments, and senior management to keep submissions and deliverables on schedule.
- Maintained project documentation and records, and produced progress reports for management review.
- Participated in formal design reviews, recording outcomes and tracking required actions to completion.

Junior Manager – Coordination & Documentation

Askari Aviation (Pvt) Ltd, Rawalpindi

2021 – 2022

- Liaised with the Civil Aviation Authority on inspections and approvals, and prepared documentation for internal and external audits.
- Coordinated between engineering and administration departments to obtain records and information required for submissions.
- Managed vendor correspondence, procurement records, and scheduling of purchase and work orders.

Junior Manager – Engineering

M-Tech International, Rawalpindi

2020 – 2021

- Supervised a technical team and ensured compliance with applicable standards, regulations, and targets.
- Managed technical documentation and equipment records.