

HASAN TARIQ

Operations Management | Institutional Administration | Governance | Human Resources | Stakeholder Coordination

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PROFESSIONAL PROFILE

Dynamic Operations, Administration, and Human Resources professional with over eight years of progressive leadership experience across the education, technology, and development sectors. Demonstrated expertise in institutional administration, operational management, stakeholder engagement, human resource management, organizational governance, and policy implementation.

Recognized for improving operational efficiency, streamlining administrative processes, strengthening stakeholder relationships, implementing cost-saving initiatives, and leveraging ERP and Oracle systems to enhance organizational performance.

CORE COMPETENCIES

Institutional Administration	Operations Management	Institutional Coordination	Stakeholder Engagement & Coordination
Official Correspondence	Documentation & Record Management	Compliance & Regulatory Procedures	Budget Coordination & Resource Planning
Event & Logistics Management	Facilities Management	Team Leadership	Counseling & Facilitation

PROFESSIONAL EXPERIENCE

CAMPUS MANAGER | June 2022 – Present

Future World School & College — Bahria Town, Rawalpindi

Direct operational and administrative leadership for a purpose-built educational institution serving **1,200+ students, 125 teaching staff, and 36 support personnel**, ensuring operational excellence, regulatory compliance, and continuous service improvement.

Key Responsibilities & Achievements

- Lead day-to-day institutional administration and campus operations while ensuring uninterrupted service delivery and operational efficiency.
- Partner directly with the Head of Institution on budget planning, operational priorities, and institutional decision-making.
- Supervise administrative and support teams while coordinating effectively with academic departments and senior leadership.
- Manage official correspondence, institutional documentation, operational reports, and confidential records.
- Coordinate procurement, logistics, facilities management, maintenance, transport, vendor relations, and resource allocation.
- Streamlined operational workflows and administrative processes, improving overall institutional service delivery.

- Coordinate major institutional, academic, and extracurricular events from planning through successful execution.
- Liaise with external vendors, contractors, parents, and institutional stakeholders to ensure effective collaboration.
- Prepare management reports, operational updates, and recommendations for senior leadership.
- Utilize ERP and Oracle systems to support administrative operations, reporting, and institutional record management.
- Resolve operational, administrative, faculty, and student matters using sound judgement, diplomacy, and effective communication.

CORPORATE AFFAIRS COORDINATOR | *March 2020 – June 2020*

Rivets Learning

- ☐ Drafted HR policies, organizational procedures, and administrative documentation.
- ☐ Coordinated internal communications and supported cross-functional organizational initiatives.
- ☐ Assisted with institutional documentation, reporting, and administrative coordination.
- ☐ Translated Focus Group Discussions (FGDs) and contributed to professional learning content development.

ADMIN OFFICER | *August 2019 – February 2020*

DAI Pakistan

Supported administrative and HR operations for a UKAID-funded development programme.

Responsibilities included:

- Administrative coordination
- Official documentation
- Travel management
- Logistics coordination
- Record management
- Event administration
- Personnel documentation
- Internal reporting
- Stakeholder coordination

HR MANAGER | *July 2017 – August 2018*

9D Technologies

Led end-to-end Human Resources operations supporting organizational growth.

Key responsibilities included:

- Talent acquisition
- Recruitment & onboarding
- HR policy development
- Employee relations
- Payroll coordination
- HRMS implementation
- Performance management

- Personnel administration
- Organizational restructuring support
- Vendor management
- HR reporting

COUNSELOR | *April 2013 – October 2016*

Willing Ways Pvt. Ltd.

- Conducted individual and group counselling sessions.
- Facilitated behavioural development programmes.
- Produced and edited organizational website content.
- Supported recruitment, orientation, and staff development initiatives.
- Assisted senior management with training programmes and organizational coordination.

EDUCATION

Master of Science (Management Sciences) | SZABIST University Islamabad | 2022

Master of Business Administration (Human Resources) | Mohammad Ali Jinnah University, Karachi
| 2012

ADDITIONAL HIGHLIGHTS

- Commercial Pilot License (CPL) holder.
- Training in Crew Resource Management (CRM).

PROFESSIONAL ATTRIBUTES

Quick learner • Disciplined and well-organized • Strong communication and interpersonal skills • Content proofreading and article writing • Facilitation and stakeholder coordination