



CONTACTS:



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PERSONAL DETAILS:

- Date of Birth: 02-06-1984
- Citizenship: Pakistani
- Marital Status: Married

Mohammad Noman Tariq

A polite, friendly and sociable person who can coordinate the flow of paperwork around an office, and provide administrative support of the highest caliber. I can keep a cool head in busy, complex circumstances and I am a kind of person who inspires others to work to their optimum. My key skills include; monitoring office operations, enforcing office protocols and if needed implementing new administrative systems. I would like to join a company that encourages cooperation and communication between its staff and senior managers.

CAREER SUMMARY

- Administration Secretary at Furusiyya Equestrian Club (Dubai – UAE)
- Administration Manager at Mandara Equestrian Club (Abu Dhabi – UAE)
- Social media expert & admin assistant at Mandara Equestrian Club (Abu Dhabi - UAE)
- Support Engineer at GCS Pvt. Ltd. (Karachi – Pakistan)
- IT coordinator at Vital Tech International. (Karachi – Pakistan)
- Production engineer / IT coordinator / Online content manager at Mast FM 103 (Karachi - Pakistan)

PROFESSIONAL EXPERIENCE

Administration Secretary Furusiyya Equestrian Club

Feb 2020 - June 2020
Dubai

An equestrian club in Al Khawaneej - Dubai that provides stables for rent as well as horseback riding classes for both children and adults.

Responsibilities:

- Cash handling for sales and expenses
- Procurement
- Daily sales and expense reports
- Handling walk-in customers
- Petty cash handling
- Maintaining and updating customer database both physically and digitally
- Payroll Management and preparing monthly invoices for livery customers

Administration Manager Mandara Equestrian Club

Sep 2015 - Sep 2019
Abu Dhabi

An equestrian club in Al Bahya - Abu Dhabi that provides stables for rent as well as horseback riding classes for both children and adults. It is part of a group called Mandara holding limited which consists of several companies specifically Mandara Equestrian Club, Cafe Mandarina, Mandara Equestrian Equipment Trading, Al Bouraq premium Farriery Services, Mandara Veterinary Clinic, La Farina, Ono Poke, Mandara Investments L.L.C. and Bridges Advertising.

Responsibilities:

- Handling the drivers and their schedules.
- Procurement.
- Daily sales reports.
- Monthly reports for the classes given by individual trainer.
- Scheduling and cancelling the classes for the trainers.
- Answering incoming calls.
- Handling walk-in customers.
- Petty cash handling.
- Social media management for Mandara Equestrian Club & Cafe Mandarina.
- Resolving IT related issues
- Maintaining and updating customer database both physically and digitally
- Working experience in POS systems such as Loyverse & Revel

Websites:

- <http://cafemandarina.com/>
- <http://mandaraclub.com/>

SOFTWARE WORKING SKILLS:

- MS office
- POS: Revel & Loyverse
- Samsung access control
- Aventura
- Sound Forge & Adobe audition
- Milestone

LANGUAGE SKILLS:

- English:Excellent
- Hindi/Urdu:Fluent

Support Engineer
GCS PVT. LTD.

Sep 2012 - Aug 2015
Karachi

Introduction:

A security solution and call center services providing company working in Pakistan.

Responsibilities:

- Dispatching team for assessing the installation of new CCTV/IT accessories
- Preparing proposals for installing and upgrading equipment on new or current client's premises

Website: www.gcspvt.com

IT Coordinator
Vital Tech. International

Mar 2011 – Jul 2012
Karachi

Introduction:

Vital Tech. Intl. is a CCTV and IT solutions, providing company in Pakistan, which has several clients in Government as well as private sectors.

Responsibilities:

- CCTV surveying on the new locations
- Installation of new CCTV equipment
- Maintenance of CCTV and IT equipment
- Troubleshooting

Website: <http://www.vitaltechintl.com/>

Production Engineer / IT Coordinator / Online Content Manager
Mast FM103 (Radio Station)

Jul 2008 – Feb 2011
Karachi

Introduction:

It is one of the leading radio stations in Pakistan having stations in all the major cities across the country.

Responsibilities:

- Hourly news bulletin, commercials and promo recording, editing and mixing
- Handling live transmission and conducting live shows in On Air studios
- Online content manager and designing radio shows for the weekend

Website: <http://mast103.com/>

EDUCATION

- **Bachelors in Commerce**, Karachi University, 2012
- **FSC, Al Noor Degree Science College**, Karachi
- **TSC, St. Patrick's Technical School**, Karachi