

# **MUHAMMAD TARIQ KHAN**

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## **OBJECTIVE**

A professional, highly motivated individual with extensive working experience, excellent interpersonal skills and the ability to communicate at all levels. Also have Experience in working as a team member, Work well on own initiative and under pressure, adapted to new challenges with flexible disposition and high standard of personal grooming.

## **STRENGTH**

Hardworking, Confident, Well Discipline, Friendly and Adaptable.

## **Education**

- B.Sc Computer Science ( Peshawar University ) , Pakistan
- One Year *Diploma in Information Technology (DIT)* , Pakistan.

## **WORK EXPERIENCE**

1. **National Tobacco Industries Pvt Ltd** (AJK - Kashmir) as a **HR Manager**  
(From jan-2023 To jun-2024)

### **Job Responsibilities:**

- Manage the Production Team according to their Departments
- Manage the Time Office
- Manage the Accounts Team and Facilitate according to their requirements.
- Manage the Engineering Store and Material Store.
- Manage the Security Staff.
- Manage the Internal Excise staff.
- Deal all company according to the Head Office Management team rules and regulations.

2. **Millat Tobacco Industries Pvt Ltd ( Swabi )** Deals in Three Sites, Accounts + Time Office +Administration. ( From July 2022 To Nov 2022 )

**Job Responsibilities:**

- Maintain the Cash Book and Cash flow.
- Deals with Local Purchaser to make sure purchase according the Rules and Regulation.
- Maintain the attendance of all workers in the computer.
- Make the workers' salaries and overtime in the computer.
- Deals with all workers to the company policy and regulation.
- Take the instruction from the Head office and implement on the concern department

3. **AR Motors Industries** , Sugar Mills Road Bagh-e-Irum Mardan as a *Admin Manager* . (From Oct 2014 To Nov 2018)

**Job Responsibilities:**

- Make Dealing with Chines Companies for the import of 70cc Motorcycles Engines , 200cc Auto Rickshaw Engines and Cargo Loader 150cc and 200cc complete.
- Maintain the Main Store Record.
- Deals with Dealers and make sure the supply and demand.
- Check the warranty Claims.
- Issuance of Vehicles Documents for Registration.
- Make sure the labour attendance and solve the problems of them and facilitate the labours according the company policy.
- Preparation of Salary Sheets.

4. **Gas Station Supervisor** (Swabi). (From 2010 To 2011)

**Job Responsibilities:**

- manage staff, ensures safety compliance, handles cash transactions, and maintains inventory. Key tasks include scheduling shifts, training employees, and resolving customer complaints.

5. **Help Desk Supervisor and IT Support personal in** Tawam Hospital Al-Ain and Mafriq Hospital Abu Dhabi, UAE. (From 2008 To 2010)

**Job Responsibilities:**

- Take the complaint from the customer and forward to the concern department.
- When the works completed then send the person for checking and take the signature from the concern customer.
- After that bill signed and send to the health ministry for bill amount approval.
- Visit daily all the concern department of hospital.

6. Two Years in **Khyber Spinning Mills Gadoon (Pvt) Ltd**, Gadoon Swabi as a Office Superintendent. (From 03-02-2005 To 19-05-07)

**Job Responsibilities:**

- Check the Time office and facilitate in salary making.
- Check the Main Store Record and facilitate them.
- Check the Record of Issuance of Raw material and Yield Production.
- Check the Record of all Types of Waste.
- Maintain the Record for monthly Stock taking.

7. Two Years in **Afridi Beverages (Pvt) Ltd**, Peshawar as a **Coordinator** . (From 03-10-02 To 08-11-2004)

**Job Responsibilities:**

- Take the Demands for Dealers and make the Supply.
- Solve the Issues of Dealers.
- Dealing with vendors.
- Maintain the Main Store of Spare and Maintain the Finished Goods Stock Godown.

8. Three Years Teaching Experience.(From 05-08-1999 To 07-09-2002)