

MURRIA G. KHAN

PERSONAL DATA

Name: Murria G. Khan
Nationality: Trinidadian
Contact: 868- 370-8441

WORK EXPERIENCE

ADVANCED INTELLIGENT MODELLING SOLUTIONS (A.I.M.S.)
March 2015 - March 2017

Quality Assurance / Quality Controller

- ❖ Audit and edit CAD drawings to meet client / plant specifications and Industry Standards
- ❖ Audit Referencing- Architectural, Civil, Structural, Vessels, HVAC, P&ID, Electrical and Piping CAD drawings
- ❖ Implementing systems to ensure timely delivery of drawings to plant supervisors, engineers and clients
- ❖ Plotting of drawings and preparation of final deliverable to client

Drafting Technician

- ❖ Produce Engineering Drawings: Piping, Civil and Structural
- ❖ Architectural Drawings from 3D models
- ❖ Referencing
- ❖ Plant / Site verification exercises:- NGC Project
 - Abyssinia Accumulator Station- Galeota
 - Phoenix Park Valve Station- Point Lisas
 - Cove Gas Receiving Facility- Tobago
- ❖ Produce 3D representations from Cyclone models
- ❖ 3 Dimensional Cyclone Modeling

GLOBAL DÉCOR LIMITED
March 2013 – August 2014

Project Coordinator / Executive Assistant to the General Manager

- ❖ Coordinate jobs in progress and ensure that jobs are done to clients' specification and satisfaction, and that deadlines are met.
- ❖ Coordinate jobs for regular suppliers for ongoing projects- cabinets, granite, tiles, contractors and staff
- ❖ Troubleshoot customer concerns
- ❖ Develop a complex filing system and manage all client files
- ❖ Manage the maintenance of the Global Décor Showroom
- ❖ Coordinate events and shows at the showroom

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- ❖ Receive walk-in customers and foster client relationships
- ❖ Manage project budgets
- ❖ Coordinate the provision after sale services
- ❖ Supervise and train staff
- ❖ Make recommendations to management for implementing and improving systems
- ❖ Manage general manager's daily schedule
- ❖ Handle correspondence traffic
- ❖ Book appointments with clients for site visits
- ❖ Develop and maintain relationships with clients

UNITED NATIONS DEVELOPMENT PROGRAMME / GUARDIAN LIFE WILDLIFE FUND
'Pride in Pawi' Project (PIP) - Environmentalist
March 2010 – December 2012

Project Coordinator & Chief Communications Liaison

- ❖ Liaise with the PIP Project Board of Directors
- ❖ Create and develop of community core groups for the execution of project objectives
- ❖ Interact and work alongside government and non-governmental organizations with common interest in wildlife initiatives
- ❖ Prepare and deliver project progress reports to the PIP Project Manager and Board of Directors for submission to the UNDP
- ❖ Setup and coordinate workshops with Stakeholders
- ❖ Setup and chair community meetings
- ❖ Organize and host Red Cross Safety and First Aid Training for all conservation patrollers
- ❖ Prepare and deliver presentations using Microsoft Power Point
- ❖ Represent PIP Project at stakeholders' conferences

D IDEA SHOP LIMITED
November 2007 – December 2009

Executive Assistant/Project Manager

- ❖ Conceptualize, prepare and present project proposals to corporate clients for corporate initiative projects
- ❖ Plan, develop and execute social marketing projects / corporate initiative projects
- ❖ Source or guide the production of props for projects
- ❖ Implement corporate initiative projects (road safety, environmental awareness, saving of endangered species)
- ❖ Work with relevant authorities to implement projects (T&T Police Service, Environmental Management Authority, T&T Hunters' Association etc)
- ❖ Issue cheque payments
- ❖ Liaise with banks regarding company's financials
- ❖ Manage accounts receivable
- ❖ General office administration and management

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WEST INDIAN TOBACCO COMPANY (WITCO)

March 2007 – November 2007

Supply Chain – Purchaser (Leave Relief)

- ❖ Purchase tobacco from Uganda and other international sources
- ❖ Negotiate for best prices and purchase of tipping and other raw materials from international markets
- ❖ Prepare and issue purchase orders
- ❖ Prepare and issue customs and import shipping documents
- ❖ Issue invoicing for purchases of raw materials from international suppliers
- ❖ Liaise with Customs Officers from bonded warehouse for the release of tobacco, stems and other raw materials
- ❖ Receive Custom valuation documents from bonded warehouse Custom Officer
- ❖ Issue release raw material for production line (factory)
- ❖ Liaise with production team to meet weekly targets
- ❖ Report to Supply Chain Team Lead

LAQTEL LIMITED

August 2006 – March 2007

Executive Assistant to Corporate Secretary

- ❖ Coordinate executive schedules inclusive of travel arrangements
- ❖ Secure company's confidential, legal, financial documents and seals
- ❖ Prepare Memorandum of Association (MOU) & Non-Disclosure Agreements (NDA)
- ❖ Maintain and filter correspondence traffic
- ❖ Liaise with investors (foreign and local)
- ❖ Prepare meeting and training presentations
- ❖ Setup Board of Directors' meetings
- ❖ Distribute Minutes of Board of Directors' meetings
- ❖ Design floor plans for flagship outlets (*Floor Plan 3D*)
- ❖ Assist marketing manager with developing pre and post-launch strategies
- ❖ Collaborate with the Marketing Department re interior design and layout of flagship outlets
- ❖ Maintain nondisclosure of sensitive information

CROWNE PLAZA TRINIDAD – (RADISSON HOTEL)

November 2003 - November 2005

Senior Front Desk Agent

- ❖ Greeting guests and visitors
- ❖ Check-in and out guests
- ❖ Cashier duties and foreign exchange
- ❖ Resolve over-limit accounts
- ❖ Train staff

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- ❖ General administration
- ❖ Update various daily reports
- ❖ Manage guest accounts
- ❖ Book reservations
- ❖ Concierge duties/guest relations
- ❖ Telephone operator duties (operating PBX, 14 trunk lines, approx 300 internal lines)

BANDERA OIL TOOLS LIMITED

May 2002 - November 2003

Executive Assistant to Managing Director

- ❖ Co-ordinate director's daily schedule
- ❖ Carryout accounting duties: payroll, data entry, account payable and receivable
- ❖ Prepare bank reconciliation reports
- ❖ Prepare and submit VAT returns, NIS, Health Surcharge, and PAYE.
- ❖ Assist with preparation of Tender documents
- ❖ Monitor imports and exports
- ❖ Correspond on behalf of director's office
- ❖ Administrative duties
- ❖ Prepare manager reports

TAURUS CONCEPTS LTD

March 2004- April 2017

Decorator / Project Coordinator

- ❖ Meet with clients to discuss event, concept, color schemes, ambiance, etc.
- ❖ Source, contract and liaise with suppliers
- ❖ Prepare budgets for events
- ❖ Conceptualize and execute events' theme, design, layout, and décor
- ❖ Train and supervise staff
- ❖ Liaise with clients
- ❖ Coordinate event
- ❖ Un-decorate venues

EDUCATIONAL INSTITUTIONS

- ❖ School of Business and Computer Science
- ❖ UWI- School of Continuing Studies
- ❖ Institute of Tertiary Tutors
- ❖ St Kevin's College
- ❖ San Fernando Senior Secondary

QUALIFICATIONS / SOFTWARE EXPERIENCE

- ❖ Point Lisas Energy Association (PLEA) Certified 2016
- ❖ Architectural Drawings- A
- ❖ AutoCAD levels I, II and III
- ❖ Cyclone 3D Modeling
- ❖ First Aid Certified 2010
- ❖ CXC / GCE – 5 Grade II
- ❖ Peachtree Accounting
- ❖ Lanmark
- ❖ Microsoft Office Suite
- ❖ Floor Plan 3D
- ❖ Pursued- LCCI Diploma- Marketing, Advertising & Public Relations

INTERESTS

- ❖ Wildlife Conservation and Environmental work
- ❖ Events Coordination
- ❖ Latin Dancing
- ❖ Swimming and water sports
- ❖ Architectural / Interior Design

REFERENCES

- ❖ Ms. Carol Hosein- (General Manager, D Idea Shop Ltd) - 719-5303
- ❖ Ms. Indira Rambaran- (Human Resource Manager, Crowne Plaza Trinidad) - 625-3361
- ❖ Any other past employer as furnished on this document