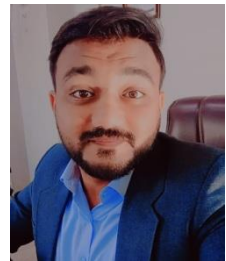


HAFIZ DANISH TARIQ

House # E336/6H3 Street no 3, Peer Colony,
Walton Road, Lahore
Email: Hafizdanish700@gmail.com
Cell: 0311-0410360



OBJECTIVE:

Working in a Complete Environment using my skill set and analytical approach to the best of my ability to help the Organization achieve solution and meet targets gracefully helping the Organization grow and in the process enhance my overall development as an individual.

PROFESSIONAL EXPERIENCE:

NAYAB SQUARE (PVT LTD) – Sep 25 , 2021 to Dec 01, 2023



Position: Operational Manager

Working as (Manager) Nayab Square DHA Badian Raod Lahore.

The Operations Manager role is mainly to implement the right processes and practices across the organization. The specific duties of an Operations Manager include formulating strategy, improving performance, procuring material, resources, and securing compliance.

- Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency
- Help the organization's processes remain legally compliant
- Formulate strategic and operational objectives
- Examine financial data and use them to improve profitability
- Manage budgets and forecasts
- Recruit, train and supervise staff
- Find ways to increase quality of customer service

Govt College University (FSB) & PVT Academies – Sep 15, 2019 to Aug 07, 2021



Position: Head Of Commerce Department In Pvt Academies

Working as (Senior Teacher Commerce Department) (Pvt Institutes)

- We are on the hunt for a self-motivated and experienced Teacher to join our qualified team of educators.
- As a Teacher, you will be responsible for cultivating the students' interest in education and development.
- Your responsibilities will include grading assignments, evaluating students' progress, and planning educational activities. You should be a competent professional with in-depth knowledge of teaching best practices and legal educational processes.
- In addition to having excellent written and verbal communication skills, our ideal candidate will also demonstrate outstanding presentation and interpersonal abilities. Develop and issue educational content including notes, tests, and assignments.
- Supervise classes to ensure all students are learning in a safe and productive environment. Organize supplies and resources for lectures and presentations. Deliver personalized instruction to each student by encouraging interactive learning. Plan and implement educational activities and events.

Position: Assistant Accountant

Working as (Assistant Accountant) main JDs

Responsible for the daily, monthly and year-end closing. Sales tax & Income tax returns (Monthly, Bi-Annual & Annual). Assist to Manager Accounts for production of management accounts, annual income & expenditure profiles and monitoring of variances against budgeted figures.

- Maintaining bank reconciliation systems and preparing monthly statements for the transfer of funds of accounts office for this new business, introduction of development of accounting software and staff headship for all offices including the head office.
- Carrying out bank reconciliations monthly basis.
- Developing & implementation of budgets and cost saving plans for infrastructure and support expenditure.
- Arranging training sessions for human resource development.
- Assist in preparation of management reports for 'General Meetings' with Group CFO and company secretary.
- Introduction of IT initiatives to enhance bottom line profits by reducing costs.
- Manage all cash requirements of the directors of the company.
- Monitoring accounts receivable and payables and generate the report for management on weekly basis.

EDUCATIONAL QUALIFICATIONS

B.B.A	(Virtual University of Pakistan) (Last Year)
I.Com	B.I.S.E., Lahore – 2016
Matric	B.I.S.E., Lahore – 2014
Hafiz Quran	Minhaj - ul - Quran 2012

PERSONAL

Father's Name	Tariq Mahmood Bhatti
Date of Birth	26-09-1996
Nationality	Pakistani
Domicile	Lahore
Marital Status	Un - Married
Religion	Islam
Languages	English, Urdu, Punjabi
CNIC	35201-8712931-1

*References will be furnished on demand.