

Tarique

Aziz

Project Executive

Contact

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Skills

Staff Management

Goal setting expertise

Strategic Planning

Project Management

MS Office

Team management

Relationship development

CAD software proficiency

Strategy development

Process improvement

Accomplished as a Project Development Executive offering 1.9 years' of experience and looking for challenging, growth-oriented position. Adept at developing solid partnerships, cementing public support and building strong teams. Seek to apply expertise towards future challenging roles. Seasoned with strong history of success in leading teams, establishing different stakeholders support and working with development professionals. Excellent understanding of current conditions paired with organized nature and good critical thinking skills. Leverages multi-channel approaches to provide services and surpass targets.

Work History

2019-04 -

Current

Project Executive

Kabil NGO, Udaguri, Assam

- Compiled daily field report, detailing all key activities and outlining project progress for stakeholders.
- Initiating and creating detailed MGNRGA plan for district for individual schemes of Annual action plan along with creating estimates and MIS.
- Created strategic plans to turn leadership mandates into actionable project plans.
- Facilitated communication between departments and project stakeholders.
- Evaluated project performance and made proactive adjustments to maintain quality and schedule.
- Documented project progress and learning, writing periodic reports, correspond with relevant stakeholders and represent the organization and the initiative in public forums.
- Created bank linkages.

2018-01 -

2018-02

Intern

Indian Oil Corporation Limited, Guwahati, Assam

- Performed troubleshooting, diagnosis and repair of pumping equipment.
- Coordinated installation of systems, machinery and components.
- Inspected and tested equipment, machinery and components to diagnose issues, recognize defects

and determine appropriate repairs.

Software

Cad



MS Office



Adobe premiere pro



Adobe photoshop



Languages

English



Hindi



Assamese



2017-04 -

2017-08

Intern

Bocki Industries, Jalandhar, Punjab

- Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Worked closely with Production manager to reorganize compressor supplies and increase productivity.

Education

2013-04 -

Class 12th : Science

2014-03

Kendriya Vidyalaya - Missamari

2014-08 -

Bachelor of Science: Mechanical Engineering

2018-06

Lovely Professional University - Punjab

Accomplishments

- Supervised team of 10 staff members.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Collaborated with team of 6 in the development of Livelihood project.
- Created MGNRGA Annual action plan along with detailed estimates for individual schemes for beneficiaries in 4 Gram Panchayat.

Certifications

Fundamentals of Project planning and management

Introduction to Solar panels

Introduction to Airplane performance

Interests

Video games

Physics

Engineering

Alternate energy

Automobile

Machines