

Hafiz Muhammad Faizan Tariq

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Objective:

Dynamic and disciplined individual with an SIA Licence seeking a challenging role as a Door Supervisor. Eager to leverage strong communication skills, attention to detail, and dedication to safety to ensure a secure environment for patrons.

Licence Information:

SIA Licence Number: 1012821491237399 (Valid upto 18 Feb, 2027)

Education:

Bachelor of Science in Mathematics

University of the Punjab, Lahore, Pakistan

2006 to 2010

Certifications:

SIA Licence (Door Supervisor)

ACT E LEARNING Certificate

Relevant Skills:

- SIA Licence (Door Supervisor)
- Excellent communication and interpersonal abilities

- Strong attention to detail and situational awareness
- Ability to remain calm and composed in high-pressure situations
- Dedication to maintaining a safe and secure environment
- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong mathematical skills
- Excellent communication and interpersonal abilities
- Detail-oriented and organized
- Ability to work independently and in a team environment
- Strong problem-solving skills
- Experience in administrative tasks

Experience:

Currently working with Bardwood

Senior Mathematics Teacher

Pakistan School Salalah, Oman

20 Jan, 2016 to 24 Oct, 2023

Assisted the lead teacher in preparing and delivering lessons

Provided one-on-one assistance to students who required extra help

Graded assignments and exams promptly and accurately

Maintained records of student progress and attendance

Communicated effectively with students, parents, and colleagues

Administrative Assistant

Pakistan School Salalah, Oman

20 Jan, 2016 to 24 Oct, 2023

Managed the reception area, including greeting visitors and responding to telephone and in-person inquiries

Handled incoming and outgoing correspondence

Scheduled appointments and maintained calendars

Prepared and distributed meeting agendas, minutes, and other materials

Assisted with various administrative tasks such as data entry, filing, and photocopying

References:

Available upon request.