

Tanz Hoq

Benthal Green
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Administration

London, UK

Detail-driven and meticulous administrative professional with track record of efficiently managing tasks to accomplish key corporate objectives. Ability to complete duties accurately and within organisational deadlines without compromising quality. Known for maintaining consistency to facilitate routine operations and assessing issues. Solid history of administering all frontline duties, as well as organising and prioritising tasks in order to complete simultaneous projects within time and budgetary constraints. Recognised for determining potential deficiencies and coordinating corrective solutions to meet needs of customers. Articulate communicator: capable of liaising with senior management, staff, and clients to promote positive collaboration culture.

Areas of Expertise

- ◆ Strategic Operational Planning
- ◆ Safety & Quality Control
- ◆ Printing & Designing
- ◆ Administrative Assistance
- ◆ Performance Enhancement
- ◆ Process Improvements
- ◆ Customer Satisfaction & Retention
- ◆ Data Management
- ◆ Team Leadership & Support

Professional Experience

Mitie (Maple Lodge, Worcester Park)

Jan 2021 – March 2021

Covid-19 Test Operative

Delivered valuable assistance to organisation by managing daily log of inventory on equipment (PPE). Ensured maximum adherence with data protection act by monitoring data with precision. Exercised leadership by directing and instructing staff to conduct tests.

- Played integral role in maintaining safety by implementing COVID-19 safety measures.
- Improved overall accuracy by utilising NHS database to log data and test results.

Tesco (Liverpool Street, London)

Night Replenishment

April 2020 – July 2020

- Serving customers on our checkouts ensuring they receive an easy seamless experience
- Manually condensing stock and handling products with care to maintain product quality
- Championing the reduction of food waste
- Being knowledgeable about the products and services in my store and helping customers by giving great natural service

Azo Print Ltd (Holborn, London)
Administrator/ Print Coordinator

Feb 2016 – Feb 2020

Showcased outstanding performance by coordinating multiple tasks within a required timeframe. Boosted overall performance by identifying workload and directing staff members in unforeseen circumstances. Served pivotal in improving quality and service standards by researching new methods in print field. Oversaw financial activities by coordinating on competitive quotes on orders and finding methods to accommodate a clients' budget. Accelerated business processes by investigating potential growth opportunities. Optimized corporate effectiveness by creating a healthy stream of pragmatism to maximize operational success.

- Enabled maximum customer satisfaction by leveraging knowledge of print and design to respond and deal with client's requests.
- Increased efficiency of printing processes by utilising various programs, including PDF, Photoshop, Adobe Illustrator, Adobe InDesign, and more.

Additional Experience: Runner at P Designs Media.

Technical Proficiencies

Microsoft Excel, Word, PowerPoint, Xero (accounting software), Adobe Illustrator, Photoshop, InDesign, Premier Pro., iTrent (Payroll Database) Monday (Management Application) Square (Cash Register Application)

Education

BA (Hons) Film, Media and Journalism, In Progress
Queen Mary University, London, UK