

IMTIAAZ SHAH HUNZO

OPERATION MANAGER



CONTACT

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LTV DRIVING LISENCE KING
DOM OF SAUDI ARABIA
LTV/HTV/PSV DRIVING
LISENCE PAKISTAN

CERTIFICATES

- **Hotel Management Certificate**
Gilgit Serena Hotel
- **Certificate of Participation (Scout)**
National boy Scouts Muzafabad, Azad
Jamu Kashmir
- **Police Character Certificate**
Gilgit Baltistan Police, District Hunza
- **Religion Teachers Training
Programme**
- **In-House Training**
Fire Safety, Fire Extinguisher operation
& Emergency Response
Tamimi Company
- **In-House Training**
Hydrogen Sulfide (H₂S), hazards &
Safety
Tamimi Company
- **Food Safety Principles Training**
03 Days
- **Scouts Training**
04 Days
Ismaili boy Scouts Northern Areas
- **Introduction of HACCP Level 1**
Tamimi Global Co. (TAFGA)



PROFILE

As a highly motivated and ambitious professional, I am seeking a challenging role that leverages my skills, expertise, and passion for innovation. I aspire to join an organization that fosters growth, collaboration, and creativity, allowing me to push beyond my boundaries and unlock my full potential. With a strong work ethic, unwavering dedication, and a goal-oriented mindset, I am eager to contribute to a dynamic team and drive meaningful impact.



WORK EXPERIENCE

Operations Manager 2018 - PRESENT **Shah Guest House & Local Food Point, Murtaza Abad, Hunza Valley**

- Manage day-to-day activities of the guest house and food point, ensuring smooth operations and excellent customer service.
- Supervise and coordinate staff, including front desk, housekeeping, kitchen, and service teams, to maintain high service standards.
- Ensure the availability and quality of a variety of food offerings, including local cuisine and Chinese food, catering to diverse guest preferences. Oversee the preparation and presentation of meals, maintaining hygiene and food safety standards.

Mart De Hunzo Petrol Pump PRESENT (Caltex with Techron)

Murtaza Abad, Hunza Valley

- Oversee daily operations of the Caltex petrol pump, ensuring smooth and efficient fuel dispensing services.
- Manage a team of pump attendants and support staff, ensuring high levels of safety, professionalism, and customer service.
- Monitor fuel stock levels, order fuel supplies, and ensure timely deliveries to avoid shortages.
- Provide high-quality service to both overseas customers and local residents, ensuring that all customers receive the best in fuel dispensing, including the availability of Techron petrol and Mart services tailored to meet the needs of a diverse clientele.
- Oversee the smooth functioning of fuel supply systems and ensure timely replenishment of stocks, avoiding any service delays.

Managing Director 2016 - 2018 **Birdi Link Businesses Construction Company, Pakistan**

- Led and managed all aspects of operations, ensuring business growth and the successful execution of various projects.
- Developed and implemented strategic business plans, focusing on expansion and increasing market presence across Pakistan.
- Oversaw day-to-day operations, including financial management, human resources, and logistics.

EDUCATION

- Bachelor of Arts**
karakurum International University
2013 - 2015
- Intermediate**
Gilgit Degree College
2012 - 2013
- Matriculation**
Gilgit High School
1999 - 2000

SKILLS

- Managerial Skills
- Food & Beverage Management
- Petty Cash Management
- Driving Skills (HTV/LTV)
- HACCP Level I
- HACCP Level II
- Leadership & Team Management
- Mobilization & Scouting Skills
- Communication Skills (English & Urdu)
- Local Administration
- Creative & Versatile
- Construction Skills
- Fish & Cattle Purchase and Sale Skills

COMPUTER SKILLS

- Computer Skills
- MS Word
- MS Excel
- MS Power Point
- Internet
- Emailing

PASSPORT DETAILS

- Passport No: VM4119534
- Issue Date: 24 Aug 2022
- Expiry Date: 23 Aug 2032

Camp Boss Tamimi Global Tafga, Saudi Arabia	2014 - 2016
<ul style="list-style-type: none">Managed and supervised the daily operations of the worker camp, ensuring a safe, clean, and comfortable living environment for all personnel.Supervised a team of staff, including cooks, cleaners, and maintenance personnel, providing guidance and ensuring high standards of service and efficiency.Ensured compliance with health and safety regulations, conducting regular inspections of camp facilities and reporting any issues or hazards.Addressed and overcame significant challenges, such as ensuring the availability of clean drinking water for workers in remote, high-altitude construction sites. At one site, clean water had to be sourced from a height of 14,000 feet to meet the health and safety needs of the workforce.	
Self Employee Birdi Link Businesses	2010 - 2014
<ul style="list-style-type: none">Founded and managed Birdi Link Business, overseeing all aspects of operations, including business development, marketing, and client relations.Provided a range of services/products to local and international clients, focusing on quality and customer satisfaction.	
Camp Boss Western Global Company (Adhi Field, Pakistan Petroleum)	2 MONTHS
<ul style="list-style-type: none">Supervised the day-to-day operations of the camp at Adhi Field, ensuring a high standard of living and facilities for the personnel working on the project.Managed camp logistics, including accommodation, transportation, and catering services for the workforce.Ensured compliance with health, safety, and environmental regulations, conducting regular inspections to maintain camp standards.	
Camp Boss MHN Facility Management, Saudi Arabia (Jabal-e)	2013 - 2014
<ul style="list-style-type: none">Managed camp operations in remote areas, ensuring that essential services such as accommodation, food, and maintenance were provided efficiently to the workforce.Supervised a team of support staff, including chefs, cleaners, and maintenance workers, ensuring proper coordination and efficient work practices.	
Plantation Expert Murtaza Abad, Gilgit Baltistan	2000 - 2024
<ul style="list-style-type: none">Led and managed large-scale plantation projects across Murtaza Abad, contributing to environmental conservation and sustainable land management.Successfully planted and nurtured a variety of native and non-native tree species, improving local biodiversity and promoting ecological balance in the region.	
Duty Manager Shalimar, Rawalpindi	2004 - 2005
<ul style="list-style-type: none">Managed daily hotel operations, ensuring high-quality service and a positive guest experience at all times.Supervised front desk staff, housekeeping, and other departments to ensure seamless service delivery and customer satisfaction.	

CONTACT US



Front Office Manager

2001 - 2002

Besham Continental Hotel

- Managed daily front office operations, including guest check-ins and check-outs, reservations, and guest inquiries, ensuring a smooth and efficient experience for all guests.
- Handled guest complaints and special requests, resolving issues promptly and effectively to maintain guest satisfaction.

Chaser

1999 - 2001

Seven star construction Co.(Regd.)

- Managed communication between clients, suppliers, and subcontractors, ensuring timely completion of construction-related tasks and delivery of materials.
- Followed up on outstanding payments, contracts, and deliveries, ensuring that project timelines were adhered to.

Purchaser

1997 - 1998

Gulmit Tourist Inn

- Managed the purchasing of supplies, materials, and equipment for the hotel, ensuring that all operations ran smoothly and efficiently.
- Negotiated with vendors and suppliers to obtain the best prices, quality, and timely delivery for food, beverages, cleaning products, and other hotel necessities.