



AHMED TANVEER

DOCUMENT CONTROLLER AND OFFICE ASSISTANT

PROFILE

To obtain a challenging and responsible position in professional organisation where i can contribute to the successful growth of the organisation by utilizing my skills and hard work and also further to improve my personal and professional skills.

WORK EXPERIENCE

July 2023 to May 2024

Iqra Safety Consultancy

Document Controller and office assistant

- Develop the site schedule and monitoring the engineers on site .
- Ability to effectively use computer software including Microsoft Excel .
- Answering phone calls.
- Taking and delivering messages.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Guides guests and issues guest badges , Files documents .
- Responds to customer inquiries.
- Responsible for the reception and guidance of guests and making sure they have agreeable visits.

Jan 2023 to June 2023

CUSTOMER CARE EXECUTIVE /CLEAR

HASHIM DARWESH IBRAHIM LANDSCAPE LLC .

- -Organize, compile, update company personnel records and documentation
- - Prepare, manage and store paperwork for HR policies and procedures
- - Answer employees' questions and provide requested information
- - Maintain schedule and coordinate calendar activities
- - Answer telephone calls and provide needed information
- - Create reports for senior management
- -Ability to effectively use computer software including Microsoft Outlook, Word .
- Monitor customer feedback and reviews on ecommerce platforms and respond in a timely and professional manner .
- Data entry professionals use computers .

CONTACT

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Dubai

EDUCATION

2017-2019

**BSC COMPUTER SCIENCES
VIRTUAL UNIVERCITY**

2015-2017

**ICS PHYSICS BE SUPERIOR
COLLEGE**

- Marital status- Un Married
- Nationality - Pakistani
- Visa Status - Visit Visa
- Attestation Documents

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Hindi
- Urdu
- Punjab