

# MOHD TANVEER AHMED



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Hyderabad, India 500059

## PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

- Telecommunications
- Social Media
- Critical Thinking
- Punctuality
- Microsoft Office
- Teaching
- Operations
- Session (Computer Science)
- Management
- Communications
- Troubleshooting (Problem Solving)
- Web Portals
- Onboarding

## EDUCATION

**Samskruti Institute of  
Managemenet/OU**

Hyderabad, Telangana • 08/2023

**MBA:** Human Resources Management

**Nizam Degree College Autonomous  
Basheerbagh/OU**

Hyderabad, Telangana • 07/2013

**Bachelor of Science**

**Government Vocational Junior  
College For Boys**

Hyderabad, Telangana • 06/2009

**No Degree:** Computer Science And  
Engineering

**Reliance High School**

Hyderabad, Telangana • 07/2007

**S.S.C**

## WORK HISTORY

**Avaan Intellect/Avaan Academy(Formerly Ga Intellect/Academy) -  
MIS EXECUTIVE**

Hyderabad • 07/2020 - Current

- Finding new Pan India Skill Development Opportunities for Pan India Skill Development projects, identifying through RFPs, EOLs, and ETenders via social media and government ERP platforms such as Tender Tiger, Skill's Pedia, Skill's Reporter etc
- Oversaw the collection, updating, and monitoring of candidate databases with 100 % accurate data on government skill Portals/ ERPs like Kaushalbharat, SSO, SIP, SID, ensuring daily data management, from Enrollment, Batch Creation, Final Assessment, Placement and tracking of trainees post placement Facilitated virtual skill development SOP workshops and training sessions, engaging staff in weekly live interactions
- Validating All Training Centres' Financial Billings Invoice , Travel Claims, Local Conveyance Food Invoice of Trainee's and other sort of billing before they get submit to finance department for billing
- Coordinated Training of Trainers (TOT) programs with Sector Skill Councils to enhance domain expertise of Trainers Provided career counseling and conducted initial screenings and mock interviews for candidates under Skill Development scheme
- Monitoring attendance of staff and trainees at skill development centers using AEBAS devices, and tracked field mobilizers with geo-tagging and mobile tracking applications
- Facilitated daily project continuity communicats with MORD/NIRD and SRLM state government teams and Managed correspondence with project management and government officials to provide daily updates
- Prepared minutes of meetings for regular review sessions and meetings across various mainframe, including daily, weekly, monthly, and quarterly.

**J & J HOT MAX PLTD - MIS HEAD/OFFICE ADMIN**

Hyderabad • 05/2017 - 04/2020

- Ensured accurate verification of candidate documents, including joining leers and pay slips, for upload into government ERP systems, adhering to SOPs

**Short Term Vocational Certificate Course**

Hyderabad, Telangana • 01/2009

**HARDWARE  
TECHNOLOGY(COMPUTER  
HARDWARE)**

**Board of Technical Education**

Hyderabad, Telangana • 01/2009

**DIPLOMA IN LOWER TYPING**

**GNIT**

Hyderabad, Telangana • 01/2008

**DESKTOP PUBLISHING**

**UCEDS**

Hyderabad, Telangana • 01/2007

**DIPLOMA IN ADCA**

- Facilitated daily project continuity communicates with MORD/NIRD and SRLM state government teams an Managed correspondence with project management and government officials to provide daily updates
- Supported the organization's President and senior management in project reporting and updates.

**Society for Training and Employment Promoon - IT/SOFTSKILLS  
TRAINER**

Hyderabad • 12/2015 - 03/2017

- Efficiently manage and update candidate certification details on the SDIS Portal for NCVT Assessment in MESS courses
- Deliver comprehensive IT and So Skills training to North East/Telangana candidates under PMYK & DDU-GKY government skill development scheme under Hospitality sector skill council
- Maintain student records, including dossiers and placement data, ensuring seamless student management
- Prepare and submit regular reports (daily, weekly, monthly) to government bodies, detailing student progress and follow-up activities
- Collaborate with the MIS head to maintain an up-to-date Trainee Database, extending support through placement and post-placement tracking.

**O2 SKILLS (MASTI HEALTH & BEAUTY PVT. LTD - I.T TRAINER AND  
OFFICE ADMINISTRATOR**

Hyderabad • 07/2014 - 12/2015

- Delivered comprehensive so skills and IT training to North East candidates as part of the Skills Development Government project Under Hospitality Sector Skill Council
- Efficiently managed student records and oversaw their placement process
- Provided daily session progress reports to centre head and Academic heads, ensuring syllabus completion
- Maintained and updated trainee databases on various skill development ERP platforms from enrollment to placement
- Coordinated the procurement and distribution of stationery, mobile, and network resources, and facilitated document dispatch to the head office and government entities
- Compiled and submit daily, weekly, monthly, and quarterly MIS reports to management and government agencies to ensure seamless training operations and compliance.

**Gowtham model school,suncity - COMPUTER/VEDIC MATHS-  
ABACUS TEACHER/I.T**

06/2012 - 03/2014

- Delivered comprehensive computer education to primary, middle, and high school students, ranging from basic to advanced courses
- Managed and maintained computer lab operations, including device troubleshooting, network monitoring, and software updates.

**LANGUAGES**

English

Hindi

Urdu

Telugu

## PERSONAL INFORMATION

- Date of Birth: 10/02/90
- Nationality: Indian
- Driving License: Two Wheeler Indian Driving Licence
- Marital Status: Married

## HOBBIES AND INTERESTS

- Playing Carrom & Chess
- Watching Television/Bollywood movies
- Playing Video Games
- Singing