



Mahir Hasan

Nationality: Indian

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Phone number: 0554611766 **Email address:** mahirhasan@gmail.com **Father's Name:** Late Mr. Afzal M.

Visa: Visit Visa

Eager to continually expand my knowledge and leverage both my technical expertise and strong interpersonal skills to contribute my utmost to the growth of the organization I join. I am committed to driving innovation and achieving excellence, while actively seeking opportunities for professional development and lifelong learning. My goal is to be a valuable asset to the organization, supporting its success and long-term prosperity.

Education

Delhi, India

High School
G.I.C. Higher Secondary School

Delhi, India

Intermediate
G.I.C. Higher Secondary School

Delhi, India

Graduation
Delhi University

Work Experience

01/2018 - Present

Jaipur , Rajasthan, India

Dispatch Officer
Ridhi Sidhi PVT. LTD.

Job Responsibilities:

- Responsibly receive and manage both emergency and non-emergency calls, recording critical information accurately.
- Skillfully address problems and requests by transmitting relevant information or offering effective solutions, ensuring a high level of customer service.
- Receive and efficiently dispatch orders for products or deliveries, optimizing logistical operations.
- Prioritize incoming calls based on their urgency and importance, enabling swift and appropriate responses.
- Utilize various communication tools, including radio, phone, and computer systems, to coordinate and dispatch field units to designated locations.
- Continuously monitor the routes and status of field units, ensuring a well-coordinated and efficient schedule.
- Provide crucial information to field units, including details about orders, traffic conditions, obstacles, and specific requirements.
- Maintain meticulous records and logs of calls, activities, and other relevant information within a computer system, ensuring comprehensive data management.

2013 - 2018

Kirti Nagar , Delhi, India

Storekeeper
Ajanta India Construction PVT. LTD.

Job Responsibilities:

- Receive and meticulously inspect all incoming materials, ensuring alignment with purchase orders, and efficiently process accompanying documentation.
- Thoroughly report, document, and track any damages or discrepancies pertaining to received orders, maintaining a comprehensive record.
- Conduct intra- and inter-campus deliveries of requested surplus office furniture and merchandise, maintaining organized delivery records and ensuring client satisfaction.
- Facilitate the filling of supply requisitions, actively supporting buyers in the procurement of necessary merchandise and supplies, and ensuring timely delivery to faculty and staff.
- Receive, store, tag, and track surplus property, preparing comprehensive property lists for items earmarked for auction.
- Manage the reception, storage, and tracking of documents and confidential files, maintaining records of approved document and confidential file destruction.
- Handle the shipping of canceled and damaged items back to vendors, streamlining the return process.
- Efficiently deliver and set up furniture for various campus events, contributing to the smooth execution of these activities.
- Safely manage and document the storage and transportation of hazardous materials, prioritizing adherence to safety protocols and regulatory requirements.

Work Experience

2010 – 2013
Delhi, India

Medical Transcription Medtrans India PVT. LTD.

Job Responsibilities:

- Skillfully transcribed audio recordings of U.S. doctors, ensuring the accurate conversion of medical dictations into written records.
- Maintained meticulous and confidential records of U.S. doctors, prioritizing data security and adherence to privacy regulations.
- Demonstrated a remarkable typing speed in English, proficiently transcribing at a rate of 70 words per minute, facilitating efficient and timely medical documentation.

Professional Qualification

1. I hold a one-year diploma in Desktop Publishing (DTP).
2. I possess a professional certification in Computer Application and Multiple Languages from DOEACC.
3. I have successfully completed the Course on Computer Concept (CCC).

Languages

English



Hindi



Key Responsibilities Handled

- Oversee all facets of daily operations, including filing, copying, report generation, and invoicing tasks.
- Proficiently create ledger journals and manage payment and receipt entries, ensuring precise financial record-keeping.
- Develop and execute daily work plans for senior team members, optimizing workflow efficiency.
- Serve as a valuable source of general information for the Management Committee, offering support in decision-making processes.
- Efficiently manage customer interactions and inquiries on a daily basis, prioritizing a high level of customer service.
- Systematically organize and maintain documents, guaranteeing accessibility and accuracy.
- Assume a range of additional responsibilities integral to the role, ensuring the smooth functioning of the department.

Strengths

Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs

Creating Ledger Journal, Payment & Receipt Entries on Tally

Make daily work plan of seniors with proper timing

Provide general information to the Management Committee

Manage the daily incoming of the customers

Hobbies



Exploring distant lands



Getting lost in a good book



Capturing moments



Feeling the music



Every kind of sport