 [Ranaasadtanveer4147@gmail.com](mailto:Ranaasadtanveer4147@gmail.com)

**ABOUT ME**

****

[Ranaasadtanveer4147@gmail.com](mailto:Ranaasadtanveer4147@gmail.com)

**Contact**

+92.304-4983776/+92-3007365585



Rawal Textile Mill,ChichokiMallian,P/O Monnoo Pur,T/D Sheikupura

**EMPLOYMENT EXPERIENCE**

* **RESHAM TEXTILE INDUSTRIES LIMITED**

Data Entry operator

15-07-2016 to 21-05-2020

**RESPONSIBILITIES**

* Enter Record of new employees.
* Enter record of hotel &canteen deduction.
* Update daily basis strength report.
* Talent scholarship for workers.
* Manage Accounts opening.
* Upgrade employee promotion, demotion and transfer case.
* Time office management.
* Update salaries and overtime on monthly basis.

**ASAD TANVEER**

**PERSONAL SUMMARY**

To enhance my skills through passionate. Challenging career oriented and motivational tasks by working in a dynamic environment. My goal is to become associated with o experience while enhancing the organizational productivity and reputation

rganization where I can utilize my skills and gain further

**ACADEMICS**

* **Bachelor of commerce**

University of the Punjab **2016**

* **Intermediate in Commerce**

Board of intermediate & Secondary Education, Lahore **2013**

* **Matriculation(Science)**

Board of intermediate & Secondary Education, Lahore **2010**

* **OLYMPIA BLENDED FIBER MILLS LIMITED**

Time Keeper/Record incharge

16-05-2015 to 13-06-2016

**RESPONSIBILITIES**

* Update monthly &daily attendance record.
* Update Monthly overtime.
* Update monthly salaries of employees.
* Update personal file upon new joining.
* Responsible for all workers leave.
* Update monthly leave record in register.
* Maintain all office and shift wise record.
* Responsible for worker new employment card.

**PERSONAL INFORMATION**

* Father Name : Muhammad Tanveer
* CNIC : 36302-4982235-1
* Date of Birth : 28-05-1994
* Religion : Islam
* Marital Status : Married
* Nationality : Pakistani
* Domicile : Sheikhupura

**COMPUTER SKILLS**

* **MS-EXCEL**
* **MS-WORD**
* **Email**
* **In page**

**INTERPERSONAL SKILLS:**

* Attention to detail
* Adaptability to new situations
* Demonstrated leadership
* Excellent communication
* Stress management
* Capable to accept challenges
* Leadership quality
* Time management

**WORKING SOFTWARE**

* **Solo tech**
* **Sentecho HR**
* **Oracle ERP**

**MOST PROUD OF**

* Created Blood donor Society at college level

**REFERENCE**

* Will be furnished on demand.
* **Yarn Where House Assistant**

**RESPONSIBILITIES**

* Daily update yarn report in excel
* Update record commercial yarn
* Update monthly & reconciliation yarn report in excel
* Check & balance yarn and waste loading’
* Prepare mannual outward gate pass & oracle ERP
* Daily yarn issue warp & weft
* Unloading yarn vichle in house & commercial
* Every month audit to auditors
* **ITEHAD PRIVATE LIMITED.**

HR officer

03-07-2020 to 06-09-2022

**RESPONSIBILITIES**

* Design hiring and fringing SOPS
* Handling resignation, termination & dismissal case.
* New employee registration.
* Maintain and update personal record of all employees.
* Update monthly leave record in register.
* Update daily basis strength report.
* Update new employment mill record.
* Record keeping of permanent employee code wise and location wise.
* **Rommi Terry Business Sheikhupura**

Towel finish where House Assistant

17-03-2023 to Continue……

**RESPONSIBILITIES**

* Daily towel A,B,C Grade Receiving and update in excel
* Daily receiving towel waste and update in excel
* Unloading towel rolls & Gray Rolls
* Weight for all towel vichle
* Every Month audit to auditors
* Check and balance export loading
* prepare export loading gate pass mannual & oracle ERP