



Tanveer Ahmed

Date of birth: 06/04/1996

Nationality: Pakistani

Gender: Male

CONTACT

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(Work)

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ABOUT ME

Visa status : Visit

Looking for challenging opportunities in a well-renowned organization where dedication, working potential, and creativity are the key to success and apply my education and experience to fulfil the organizations' needs, alongside developing my expertise and knowledge. "Seeking a challenging position in the field that utilizes analytical and problem-solving skills to contribute to the growth and success of an organization while enhancing my own professional development."

WORK EXPERIENCE

03/04/2020 – 08/09/2023 Gilgit, Pakistan

Assistant Admin

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

EDUCATION AND TRAINING

10/02/2016 – 12/02/2020 Islamabad, Pakistan

Bachelors in ENGLISH NATIONAL UNIVERSITY OF MODERN LANGUAGES ISLAMABAD

Address H-9 Islamabad , 15100, Islamabad, Pakistan | **Website** <https://www.numl.edu.pk/>

07/03/2020 – 07/03/2022 Islamabad, Pakistan

BACHELORS IN EDUCATION ALAMA IQBAL OPEN UNIVERSITY ISLAMABAD

Address H-9, ISLAMABAD, 15100, Islamabad, Pakistan | **Website** <https://www.aiou.edu.pk/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Brushaski | shena

Other language(s):

English

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C1

Listening C2

Reading C2

Writing C2

Spoken production C2

Spoken interaction C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Facebook | Instagram | Microsoft Powerpoint

ADDITIONAL INFORMATION

Management and leadership skills

- **MANAGEMENT AND LEADERSHIP SKILLS** Track record of inspiring and leading others, as well as making decisions that are in the best interests of the school community. Experienced in working on school committees, mentoring new teachers, and organizing extracurricular activities.

Hobbies and interests

- 1. Reading Newspapers 2. Article writing and reading 3. Book keeping 4. Travelling 5. Research 6. Hiking

Communication and interpersonal skills

- **Strong interpersonal and communication skills** **Strong interpersonal communication skills** The ability to effectively and respectfully interact with students, colleagues, parents, and other stakeholders. This includes active listening, clear and concise communication, empathy, positive body language, and the ability to tailor communication to the needs of the audience. Provide constructive feedback, resolve conflicts, and create a supportive and inclusive classroom environment. Strong interpersonal communication skills help to establish trust, build relationships, and promote effective teaching and learning

Strong ability to accept challenging tasks and assignments

Ability to learn things from surroundings and observation in and outside of the workplace

- **NETWORKS AND MEMBERSHIPS** Good social Networking and negotiation skill.