

**Mailing Address.**

COMSATS University Islamabad
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Tanveer Ahmed

Objective: -

To work in a dynamic & progressive organization where I can contribute to its uplift and fulfill my aspirations for professional growth, which also provides me a learning experience which could make me professionally sound to achieve my long-term objective.

Academic Record: -**Master of Business Administration (HRM)**

Virtual University of Pakistan, (2017)

Bachelor of Commerce (B. Com)

University of Punjab, Pakistan Session Annual - 2002.

Higher Secondary School Certificate (I. Com)

Federal Board of Intermediate & Secondary Education Islamabad - 1998.

Secondary School Certificate (Science Group)

Board of Intermediate and Secondary Education, Mirpur, Azad Kashmir- 1996.

Work Experiences:

Duration: - **September 26, 2011- Till to date:** - Senior Administrative Assistant (BPS-16).

Organization: - **COMSATS University Islamabad.**

Duties: -

- Assisting and coordinating with Manager (Head International Office) in the performance of his tasks related to visits of the foreign delegations and visits of the CUI officials abroad.
- Receiving and departing foreign delegations.
- Coordinating with the foreign delegation and different departments of CUI for conducting the meetings and seminars.
- Coordinating with the Ministry of Foreign Affairs regarding visas issues.
- Coordinating with the various Embassies in Pakistan for obtaining visas for CUI officials.
- Coordinating with travel agents for flight itineraries and purchase of air tickets.
- Drafting the Invitation Letters for foreign delegations who visit CUI.
- Drafting the Visa Facilitation Letters for CUI officials and foreign delegations.
- Making the transport and accommodation arrangements for delegations.
- Prepare the petty cash register and coordinate with the Accounts Department and Treasurer Office for the accounts related matters.
- Maintain employee files and records in electronic and paper form.
- Maintain the leave record of employees.
- Any other duty assigns by the Head International Office.

- Provide support to all officials of the International Office in various HR related matters.
- Assist in additional task given subject to day-to-day operations and requirement in department.

Duration: - **September 12, 2007- July 30, 2011:** - Office Assistant (BPS-14).

Organization: - **Ministry of Food Agriculture & Livestock Livestock & Dairy Development Board**, a company established under section 42 of Companies Ordinance 1984, supported by Ministry of Livestock & Dairy Development, Islamabad.

Duties: -

- Preparation of progress reports, handling of documents and other correspondence.
- Arranging meetings, handling appointments/travel arrangements, screening of telephone calls and helping.
- Organize all events/ Seminars etc.
- Assist the Finance Officer in Finance / Accounts related matters.
- Procurements office equipment, furniture, and stationary items.
- Any other duties assigned by the Project Director/CEO.

Duration: - **July 2003-September 2007: - Junior Assistant (BPS-09)**

Organization: -**Mirage Rebuild Factory Pakistan Aeronautical Complex, Kamra.**

Duties: -

- Preparation of daily/weekly/monthly attendance of about 450 employees of the Pakistan Air force.
- Preparation of personal/official documents and reports of the employees and Factory. Assist Technical Adjutant to Chief Engineer (Engine).
- Prepared various data/word-based reports/letters in MS Word/Excel.
- Prepared various presentations in MS PowerPoint.
- Handled efficient and disciplinary matters of the staff.
- Maintained leave and attendance record of the employees.

Duration: - **February 17, 2003, to August 2003:** - Junior Assistant (Accounts Clerk)

Organization: - **Special Communication Organization (SCO), AOTR, Muzaffarabad, AJK.**

Duties: -

- Preparation of monthly telephone bills.
- Maintain and keep record of a proper filing system of the Organization.
- Maintenance of all attendance and leave records of all the employees.
- Proper file management.
- Correspondence within the organization as well as with all the clients.

Duration: - **March 6, 2002, to 12 February 2003:** - Junior Assistant (RC)

Organization: - **Evacuee Trust Property, Ministry of Religion Affairs, Govt. of Pakistan.**

Duties: -

- Support to all administrative matters, all Officials.
- Worked with Deputy Administrator as a Personal Assistant.
- Typing on computer and Typewriter.

Duration: - **August 2001 to March 2002:** - Assistant Store Officer

Organization: - **Pakistan W, Wilson Pharmaceutical Company, Pvt. Ltd.**

Duties: -

- Assisted officers in maintaining store.
- Provided full secretarial support to other sections of the company.
- Keep records of all the incoming and outgoing material of the company.
- Excellent File management and Correspondence.
- Look after the Raw Material Store, Intermediate Store, Gift & Stationary Store and Finish good store.

Work as Freelance/Part Time:

Work History: -

- Duration: - December **2020- Till to date:** - Enumerator/Area Field Officer.
Organization: - **APEX Consulting Services.**
Duties: -Collect the data through ODK from filed areas Rawalpindi and Islamabad.
- Duration: - March **2019- Till to date:** - Venue Staff (Supervisor/Invigilator)
Organization: - **British Council.**
Duties: -Invigilation/Supervision at different Exams center conducted by British Council in Islamabad during School Exams, ILETS Test, UKVI Spoken, Listing, and Writing Test.
- Duration: - February **2012- Till to date:** - Invigilator / Supervisor.
Organization: - **National Testing Service (NTS).**
Duties: -
Supervise/invigilation at different tests centers conducted by NTS.

ACHIEVEMENTS

- Worked as Organizer in the “First Livestock Convocation 2010 at Convocation Canter, ISB.
- Worked as coordinator in the event of Dairy Development Board, “World Animal Day”, at NARC Islamabad.
- Worked as organizer in the International Workshop on “Climate Change and sustainable Management of Water resources in the Asia-Pacific Region” held in November 22-24, 2011.
- Worked as Protocol Team Member in the event of “Pak-China Business Forum” COMSATS University Islamabad, from 14 April to 18 April 2012, 23-26 March 2013, 21-24 March 2014, 27-30 March 2015 and 19-22 March 2016 respectively.
- Worked as Coordinator in the “Vice Chancellor Forum” at Serena Hotel COMSATS University Islamabad, from 11 -12 June 2012 and 23-24 February 2015.
- Worked as organizer in the 7th, 8th and 9th South Asian International Conference held on 19th-21st August 2015, 19th -21st August 2016 and 23rd -25th August 2017 respectively at Serena Hotel Islamabad.
- Worked as Coordinator in the occasion of the event “The World Beyond 2015: Is Higher Education Ready?” “Held in Islamabad on 10th September 2016.
- Worked as organizer in the International Conference on “Asian Monsoon and Climate Change” held from 20-21 January 2014.
- Worked as organizer in the 1st COMSATS University Islamabad, International Workshop on QS University Rankings held on 02nd May 2011 in Islamabad.
- Certificate of participation in the largest Mass singing of Chinese National Anthem at COMSATS University Islamabad on 24th February 2016.
- Certificate awarded by British Council on the Excellent Performance During Cambridge Exams 2022.

Computer Education:

- One-year Course Certificate in Information Technology from C.P.R. Computer Training Institute Rawalpindi from June 2001 to June 2002.
- One-month Basic Computer Course from Edutech University College, Islamabad.
- 03 months typing course from Capital Typing College G-9, Markaz, Islamabad.
- 02 months Computer Course Certificate from SCO from 17 February to 29 March 2003.

Professional Courses/Training: -

- Certificate awarded by COMSATS Department of Humanities a course of Communication Skill from 25 June to 14 July 2012.
- Certificate awarded by COMSATS, for participating in training workshop on “Professional Photography” on December 17, 2014, at CUI, Islamabad.
- Certificate awarded by COMSATS FDA, for participating in “Management Workshop on Office Procedures & Practices” from 7-11 April 2014.
- Certificate awarded by COMSATS Department of Humanities for one month “Basic Arabic.” Language Course in June 2015.
- Certificate awarded by COMSATS FDA, for participating in Workshop on “Academic Planning & Management” Sponsored by HEC from 3-5 November 2015.
- Certificate awarded by COMSATS FDA, for participating in Workshop on “Planning & Development Dynamics” Sponsored by HEC from 10-12 November 2015.
- 02 months online training for “Digital marketing” and “Freelancing”.

Professional Attributes: -

- Highly motivated, Innovative, Planner, Thinker, Self-starting team player who thrives challenges.
- Able to prioritize and handle multiple tasks simultaneously.

Languages: -

- Excellent command (*Reading, Writing, Speaking, and Listening*) over **English, Urdu**, and other local dialects.

IT Skills: - USE of Computer with excellent typing speed, MS Office, Web browsing.

Knowledge

- I have knowledge of financial and managerial activities involved in my office.
- I have knowledge of Filing, Computer work, use of office equipment like, Fax, Photocopier, Printer, Scanner, binding machine, etc.
- I have knowledge of activities as Protocol, Logistic, Procurement and Admin related matters.
- I have huge work experience as an Organizer for different Events, Workshop, Conference and Forum.

Qualities

- Ability to perform work up to the maximum satisfaction of my superiors.
- Ability to work under stress.
- Ability to perform targeted job.
- Excellent typing speed in English, Urdu and Numerical.
- Prepare noting /drafting, filing etc.
- Repairing /maintenance of computer.
- Email and web browsing.

References: -

1. Mr. Ali Tawab Baloch,
Head, International Office,
COMSATS University Islamabad.
Cell No. 0307-5556663

2. Mirza Shahzad Ahmed,
Manager, International Relations,
Registrar Secretariat, COMSATS University Islamabad
Cell No. 0321-5680018