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| Curiculum Vitae | | | | |
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| Tanvir  [Tanvir.166477@2freemail.com](mailto:Tanvir.166477@2freemail.com) |  |  |  |  |
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CAREER OBJECTIVE

Join a dynamic and progressive organization offering ample opportunities for diversified experience, enhancement of professional skills and growth for the betterment of company and my future.

WORK EXPERIENCE

**MANAGER (Office & Events) From 1995-1999**

**CATERERS AND DECORATORS, Rawalpindi,PAKISTAN**

**Main Job Responsibilities:**

**1.Maintained and regulated office services.**

**2.Supervised office staff.**

**3.Maintained office record.**

**4.Kept the office environment friendly for working.**

**5.Regulated food and Misc purchases and pricing.**

**6.Performed other duties assign by higher authorities.**

**7.Performed event and function management properly.**

**DIRECTOR(Office & Admin) From 1999- 2013**

**Furqan Enterprises Rawalpindi, Pakistan.**

**Main Job Responsibilities:**

**1.Worked to improve processes ,policies and managed administrative staff.**

**2.Played a comprehensive role in long term organizational development.**

**3.Managed the overall daily office operations, negotiated contracts, managed vendor**

**Relationships oversaw office operating procedures.**

**4.Attended and organized official meetings according to set agenda.**

**5.Developed and managed budget for all administrative departments, reviewed operating**

**costs and suggested cost saving measures.**

**6.Worked with human resources staff on hiring of personnel, maintaining personnel**

**records, monitoring insurance coverage and ensuring personnel policies are up-to-date.**

**7.Managed selection ,training and advised promotion of staff.**

**MANAGER(Office & Admin) From 2013 todate**

**TTL Shipping & Logistics LLC Jabel Ali FZ,Dubai,UAE**

**Main Job responsibilities:**

**1.Controlling daily office process and managing administrative staff.**

**2.Checking bio metric attendance system.**

**3.Managing the overall daily office operations, negotiated contracts, managed vendor**

**relationships and oversaw office operating procedures.**

**4.Controlling and processing of official document.**

**5.Attending and managing official meetings and events.**

**6.Controlling daily office purchases like stationary, kitchen and other store requirements.**

**7.Managing budget for all administrative departments.**

**8.Managing training and advising promotion of staff.**

**9.Purchase materials in a timely manner and at the lowest cost.**

**10.Review purchase orders for compliance with corporate policy.**

**11.Maintain accurate purchase order prices and vendor cataloging .**

**12.Manage Bio Metric Attendance System and Pay Roll of over 250 persons.**

**13.Facilities management for office .  
14.The provision of a PA service to the Vice President, including diary management and**

**appointments.   
15. Manage and budget the travels for commercial and Technical team and Negotiate the**

**contract (Hotels, Travel agencies, rental car, others)**

**16.Documents controlling using IPack Software & DP Word website**

EDUCATION & COURSES

**PROFESSIONAL**

**MBA  (Marketing) Punjab University, Lahore, Pakistan.    Grade: B**

**BSc Hons. University of Agriculture, Faisalabad, Pakistan CGPA: 2.8**

**ACADEMIC**

**FSc Pre Medical Intermediate in Science Grade: C  
 Metric  Secondary School Certificate Grade: B**

**DIPLOMA**

**Computer Studies 6 months  
 Office management 6 months**

LANGUAGES

**ENGLISH   IELTS 6.5 BAND British Council UK**

**FRENCH    Level-1 & 2 (Basic)**

**URDU Native**

**PUNJABI               Native**

**HINDI Speaking & Listening**

TRAINING

**Pack Software**

**DP World dubai (**

**Hiking and Tracking course (Rover Scouts) University of  Agriculture Pakistan.**

REFERENCES

**Available if desired**