

Curriculum Vitae

Anwar Ahmed

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Academic Qualification:

M. A. (English) in 2011 [Maulana Azad National Urdu University, Hyderabad]

B. A. in 2007 [Maulana Azad National Urdu University, Hyderabad]

Computer Cognizance (Specialization):

Windows 7/8/10, MS Office 2010/2013/2016/2019, Adobe Illustrator, Adobe Photoshop, Sony Sound Forge.

Experience:

Currently working as an **Executive to HOD (Documentation)** with **Fair Exports (India) Pvt. Ltd. (Lulu Group International)** in **Ghaziabad, U. P.** from **December, 2020** till up to date.

Duties: Maintaining Records and Files, Sorting and Updating the Databases, Receiving Incoming Calls and Answering, Emailing, Making Reports and Letters as required, Making Proforma and Tax Invoices, Handling Couriers, Preparing and Editing the Papers, Reports etc. Maintaining and Handling Pending Orders File, Maintaining the Advance Payments Report, Maintaining and Handling the Shipment Details, Cargo Trackings, Handling Loading and Unloading Details File for the Containers. Training, Supervising and Coordinating with Junior Staffs and Supporting the Team Mates for Making the Reports as required within the Time, Maintaining the Office Stocks, Checking the Deliverables, Ordering and Maintaining Stationeries and Office Equipment, Photocopying, Scanning and Printing various Documents as well as Performing all other General Office Duties.

Worked as an **Office Admin. cum Personal Assistant** with **Flowtel Engineering** in **Faridabad** from **June, 2019** to **December, 2020**.

Duties: Receiving Incoming Calls and Answering, Emailing, Maintaining Records and Files, Sorting and Updating the Databases, Handling the Transportations, Preparing Cash Memos, Reports and Letters, Making Proforma and Tax Invoices as required, Handling Couriers, Preparing and Editing the Papers, Reports etc. Maintaining Personal Records for Staffs, Maintaining the Staffs Attendance and Time Keepings, Maintaining the Expenses and Purchasing Reports, Training, Supervising and Coordinating with Junior Staffs as required, Maintaining the Office Stocks, Checking the Deliverables, Ordering and Maintaining Stationeries and Office Equipment, Photocopying, Scanning and Printing various Documents as well as Performing all other General Office Duties.

Worked as an **Administrative Assistant** with **Azmeel Contracting and Construction Company** from **May, 2014** to **June, 2019** in **Saudi Arabia, KSA**.

Duties: Making and Handling Daily Manpower Reports, Productivity Reports, Handling Employee's Final Exit, Emergency, Normal Vacation and Umrah Papers, Employee's Check in Check outs, Deductions, Performance Appraisal Reports etc. Emailing, Making Internal Memos as per the Company Rules, Maintaining Records and Files, Sorting and Updating the Manpower Details and Databases, Making and Handling Reports and Letters, Preparing and Editing the Papers, Reports etc. Maintaining the Personal Records for Staffs, Coordinating with Engineers and Senior Staffs for solving the issues about Employee's Salary Deductions, Check in and Check out Problems, Attendance Problems etc. Maintaining the Expenses and Purchasing Reports, Supervising and Coordinating with Junior Staffs as required, Checking the Deliverables, Providing Work Assignments to Office Support Staffs, Ordering and Maintaining Stationeries and Office Equipment, Photocopying, Scanning and Printing various Documents as well as performing all other General Office Duties.

Worked as a **Secretary cum Office Admin.** with **Sahar Art Press** from **Feb., 2008** to **Feb., 2012** in **Howrah, West Bengal**.

Duties: Receiving Incoming Calls and Answering, Emailing, Maintaining Records and Files, Sorting and Updating the Databases, Handling the Transportations, Preparing Cash Memos, Reports and Letters, Preparing and Editing the Papers, Reports etc. Maintaining Personal Records for Staffs, Maintaining the Staffs Attendance and Time Keepings, Maintaining the Expenses and Purchasing Reports, Training, Supervising and Coordinating with Junior Staffs as required, Maintaining the Stocks, Checking the Deliverables, Providing Work Assignments to Office Support Staffs, Handling Customer Relationship Management, Ordering and Maintaining Stationeries and Office Equipments, Photocopying, Scanning and Printing various Documents as well as Performing all other General Office Duties.

Technical Qualification:

Certificate in Computer Programming & Application [Ramakrishna Mission Shilpamandira Computer Centre, Belur Math, Howrah, West Bengal]

Certificate on Computer Concept [DOEACC Society]

Arena Animation Academy Specialist Program (AAASP) [Arena Animation, Park Street, Kolkata]

Hobbies / Interests:

Gyming, Watching Videos and Learning New Skills.

Other Details:

Father's Name : **Daud Ansari**

Date of Birth : **15th Jan. 1983**

Nationality / Religion : **Indian / Islam**

Languages Known : **English, Urdu, Hindi, Bengali and Arabic**

Marital Status : **Married**

Disclaimer:

I hereby declare that all the above information is correct and true to the best of my knowledge and belief.

Date:

Place:

Anwar Ahmed