

## RESUME

**TANZEEL AHMED**

**Executive Secretary**

**Saudi Arabia Address:** Al Dammam, KSA.

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### **Career Objective:**

To use my educational skills in the best possible way for achieving company / hirer goal and to meet the satisfaction of management expectations.

### **Work Experience:** 4 Years and 5 Months

- **Global Source for General Contracting CO.LTD.** As an Admin and Document Controller and assistance to Resources and ID department of Global Source company, Jubail since 4<sup>th</sup> February 2021 to 10<sup>th</sup> December 2021.
- Worked as a Document controller and office assistance to Project manager Amana Al Quma for General Contracting Company, Al Jubail (1<sup>st</sup> November 2019 to 31<sup>st</sup> January 2021).
- Worked as a Junior Associate in Shri Ram Com. Soft Jabalpur, Madhya Pradesh (22<sup>nd</sup> March 2017 to 31<sup>st</sup> August 2019).

**Educational Qualification:** Bachelor of Engineering in Mechanical stream from Shri Ram Institute of Science & technology affiliated to Rajiv Gandhi Pradyogiki Vishwavidyalaya, Bhopal (M.P).

Degree	Year	University	College	CGPA
B.E (Mechanical)	2013-2017	R.G.P.V.	S.R.I.S.T	8.0

**Schooling:** Anjuman Islamia English Medium Higher Secondary School Marhatal, Jabalpur (M.P).

Class	Year	Board	School	Percentage
Higher Secondary Examination	2013	M.P Board	A.I.E.M.H.S.S	67.7%
High School Examination	2011	M.P Board	A.I.E.M.H.S.S	73%

### **Minor Project:**

- **Project Title:** Study of Automobile Air Conditioning System Using Exhaust Heat.
- **Project Role:** Data collector.

### **Major Project:**

- **Project Title:** Hovercraft.
- **Project Role:** Team leader.

### **Area of Interest:**

- Material Science.
- Materials detailing & cutting.

### **Core Technical Skill:**

- Basics of AutoCAD and Pro-E .
- Basics of C.
- M.S Office. Excell, Word, Powerpoint, Out look.

### **Training Underwent:**

- 15 days training in Grey Iron Foundry (GIF) Jabalpur, Madhya Pradesh (11<sup>th</sup> July 2016 – 23<sup>rd</sup> July 2016).

### **Visiting Plant & Places:**

- Indian Space Research Organization (ISRO) Bangalore (On 26<sup>th</sup> October 2015).
- Sanjay Gandhi Thermal Power Plant Umaria (On 13<sup>th</sup> February 2017).

### **Key Skills:**

- Quick learner.
- Flexibility & Adaptability.
- Positive thinker.

### **Hobbies:**

- Swimming, Coin collection, Gardening, Drawing, Badminton, Singing.

### **Awards and Achievements:**

- Qualified for Special Effort In Cancer Awareness & Aid Society.
- Qualified in AutoCAD from Shri Ram Group Jabalpur.
- Qualified in Pro-E from Shri Ram Group Jabalpur.

### **Extra-curriculum:**

- School Prefect in VII<sup>th</sup> Class.
- Participated in Treasure Hunt, Technical Quiz In College TECH FEST (AAVHAAN).
- Secured Position In College Ethnic Day Competition.

### **Personal Details:**

- Date of Birth : 03-04-1994
- Father's Name : Mr. Parvez Ahmed
- Language Known : English, Hindi & Urdu
- Nationality : Indian

### **Declaration:**

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

Place: Al Dammam

TANZEEL AHMED