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**CURRICULUM VITAE**

“Tanveer Ahmed”

03138603719

OBJECTIVE:

Looking for a career oriented & challenging job which will provide the opportunity to utilize my abilities and talent where I am excel according to my potential & skills.

PERSONAL PARTICULARS:

Father’s Name  Tanveer Ahmed

D.o.B  05/03/1989

CNIC#  51602-8258705-1

local  Mastung

Gender  Male

Religion  Islam

Nationality  Pakistani

Address  ALNASEEB dopata shop kechibeg seryab Qta.

Contact#.  0303-3612992

ACADEMIC QUALIFICATION:

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| --- | --- | --- | --- |
| ***DEGREE*** | ***DIVISION*** | ***YEAR*** | ***INSTITUTE*** |
| ***M.A*** | *2nd* | ***2019*** | ***UOB*** |
| ***B.a*** | *2nd* | *2015* | *Baluchistan University* |
| ***F.Sc (I.Cs)*** | *2nd* | *2012* | *Baluchistan Board* |
| ***Matric*** | *2nd* | *2009* | *Baluchistan board* |

PROFICIENCY:

* Computer
* Short hand
* typing

LANGUAGES:

, Urdu, English, Balochi, Behravi, Pashto,

PROFESSIONAL EXPERIENCE

APEX CONSULTING

(Worked as Assistant filed researcher )

4 January 2015 to 30 December 2015

Main responsibilities

* Data collection
* Assist the Filed Supervisor
* Management of documentation
* Submitting of Report to filed Researcher,

MEMRB Middle East Marking Research Bureau

(Worked as Market Product Research Assistant)

5 January 2016 to 25 December 2016

Main Responsibilities

* Research based Product analysis
* Promotion of concern products
* Data collection
* Analytical report making
* Briefing on Concern program
* Follow up

MARIE STOPES SOCIETY QUETTA

(Work as field Supervisor)

4 March 2017 to 25 January 2018

Main Responsibilities

* Supervise the Filed workers on work plans
* Support the filed Staff
* Report the Coordinator
* Manage the Research Document
* Engagement of research worker
* Submitting of Report and Plans

Health Education and Social Welfare Organization Balochistan (HE-SOW)

Worked as Assistant to Research Coordinator

3 March 2018 to 31 December 2021

Main Responsibilities

* Prepare interview questions and summarize results.
* Perform literature reviews.
* Conduct research and summarize findings.
* Respond to emails relating to research.
* Attend project meetings.
* Update website content.
* Prepare progress reports.

COMPUTER SKILLS:

Enough skills to work on application software program like MS office.

Skills and Interest:

* Proficient in using Microsoft office & Photoshop
* Skillful in applying accounting techniques.
* Efficient in filing data & information
* Interested in Gardening, Novel reading & Traveling

CAREER OBJECTIVE:

To obtain a reasonable position in progressive organization that reknowed working environment offers challenges and growth with proficient, motivated and committed team.

PERSONALITY TRAITS:

* Persistent
* Quick Learner
* Team Player

Reference

Adv Meer Shahzad Iqbal CEO HE-SOW Balochistan

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