

Curriculum vitae



Tahir Akhtar

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OBJECTIVE:

i am seeking employment with a company where i can use my talent and skills to grow and expand the company. I want to succeed in a stipulating and challenging environment budling the success of the company while i experience advancement opportunities & want to excel in the filed with hard work perseverance and dedication. To enhance my knowledge and capabilities by working in dynamic organization that prides itself in giving substantiation responsibility to new talent.

PERSONAL INFORMATION:

Father Name : Muhammad Riaz
Date of Birth : 20-04-1986
CNIC No : 13101-6186290-1
Region : Islam
Domicile : KPK Abbottabad
Nationality : Pakistani
Passport No : MB1242902
Passport Issued Date : 15-04-2020
Passport Expiry Date : 15-04-2030
Qatar ID : 28658609386
Marital Status : Married

QULAIFICATION

Matriculation - From B.I.S.E Abbottabad Pakistan
Intermediate - From B.I.S.E Abbottabad Pakistan
Bachelor - Allama Iqbal University Islamabad Pakistan

GULF EXPRIANCE

FIVE MONTH EXPERIANCE-SALE ASSOCIATE ALI BIN ALI Holding QATAR

Responsibility

Greet customers as they enter the store.

Answer customer questions and assist with requests.

Execute purchases and returns at the cash register while checking for accuracy.

Restock and organize merchandise on the sales floor.

Resolve customer complaints and issues in a timely and professional manner.

Four year experience - Sale executive Jabal Ahad Trading and Marketing in Qatar

Responsibility

meeting with clients virtually or during sales visits.
demonstrating and presenting products.
establishing new business.
maintaining accurate records.
attending trade exhibitions, conferences and meetings.
reviewing sales performance.
negotiating contracts and packages.

One Year experience - Store Supervisor in JGC CGP-III Project Banagas Kingdom of Bahrain.

Responsibility

Overseeing salespeople, cashiers, shelf stockers, and other employees.
Managing finances and preparing an annual budget.
Keeping records of expenditure, sales figures, and employee performance.
Evaluating the supply and availability of stocks, and profit-margins.

One year experience - Document Controller and Computer Operator in new Tech Contracting W.L.L Kingdom of Bahrain.

Responsibility

Copy, scan and store documents
Check for accuracy and edit files, like contracts
Review and update technical documents (e.g. manuals and workflows)
Distribute project-related copies to internal teams
File documents in physical and digital records
Create templates for future use

One year experience - Company Coordinator in Sonmez (Alba Gama) Kingdom of Bahrian

Responsibility

Acts as a first contact for all clients and creates an inviting, professional atmosphere
Discusses client needs and desires for an event
Plans and executes all events
Oversees event production and solves problems as they arise
Coordinates mail, shipping, and receiving
Manages office supplies and orders materials as necessary
Provides support for human resources, such as scheduling interviews and filing resumes
Handles expense accounts and reserves rooms and flights for staff

PAKISTAN EXPERIENCE

Two Year Experience - Data Entry Operator in Utility Store Corporation Islamabad Pakistan

One Year Experience - Store Supervisor Utility Store Corporation Islamabad Pakistan

CMOPUTER SKLL:

MS World

MS Excel internet

HOBBIES:

USE Computer Net Working

Play Cricket Reading Books

LANGUAGER:

English Arabic Urdu Punjab