

OWAIS TANVEER

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Nationality: Pakistani

Postal Address:

House No. 32, Street No. 07, Mohalla Manzurabad, Tarlai Kalan, Islamabad, Pakistan

Permanent Address:

House No. B-1-897, Street No. 01, Mohalla Muslim Town, Sadiqabad, Rawalpindi, Pakistan

Career Objective:

I like responsibility, enjoy the challenges of new situations and derive more pleasure from improving my abilities and facilitating others to improve theirs through team work; so I prefer to work in such an organization that encourages team work and offers a creative, dynamic, diversified and professional work environment.

Professional Profile:

Government of Pakistan:

October, 2015 – Present: serving as a **Data Entry Operator (BPS-08): -**

- Working on Mail Management Software.
- Successfully processed the cases of Short Term Professional Trainings of Employees.
- Successfully processed the cases of Research Projects and Fellowship Programs.
- Successfully processed the yearly Audit of the department.
- Participated as a team member for successfully creating and maintaining the record of education of employees of the organization.

Arian International, Islamabad, Pakistan:

March, 2009 – March, 2011: served as a **Junior Computer Operator: -**

- Successfully assisted and facilitated the CEO in creating and maintaining the record of the organization both in hard and soft form.

Capabilities, Skills & Professional Certifications:

- **Computer Certificate:** Fundamental IT Concepts and MS-Office:
(6 Months) *National Talent Computer College, Rawalpindi, Pakistan 2009*
- **Short Term Professional:** Promotion Policy & Rules:
(1 Week Training) *Secretariat Training Institute, Islamabad, Pakistan 2019*
- **Computer Skills:** MS-Windows, MS-Office & Web Development
- **Languages:** English, Urdu & Punjabi (Written & Spoken)
- **Other Skills:** Good written and oral communication skills

Academic Profile:

BS (Honors): Bachelor of Science: Computer Science, Preston University Islamabad, Pakistan 2012-2016, www.preston.edu.pk

Internship:

➤ **BLS Solutions**

Satellite Town Rawalpindi, www.blssol.com

July – December 2014 served as **Web Developer (Internee)**

HSSC: Higher Secondary School Certificate: Pre-Engineering, Federal Board of Intermediate & Secondary Education, Islamabad, Pakistan 2007-2009

SSC: Secondary School Certificate: Science, Board of Intermediate & Secondary Education Rawalpindi, Pakistan 2006-2007

References:

- 1) *Mr. Naveed Akhtar, Assistant Manager,*
Government of Pakistan
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- 2) *Mrs. Aneesa Kanwal, Assistant Manager,*
Government of Pakistan
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