

TANVEER AKHTAR

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WORK EXPERIENCE

- **HR ASSISTANT, CITY CONSTRUCTION GENERAL CONTRACTING, ABU DHABI, United Arab Emirates**(Sep 2019 to Oct 2021)
- **HR OFFICER/SECRETARY/FRONT OFFICE MANAGER, OAISS BRACES CENTER ABU DHABI, ABU DHABI, United Arab Emirates**(May 2015 to Mar 2019)
- **STUDENTS AFFAIR COORDINATOR/HR ASSISTANT, INSTITUTE OF COMPUTER AND MANAGEMENT SCIENCES, PESHAWAR, Pakistan**(Dec 2010 to May 2015)
- **SCHOOL OPERATIONAL MANAGER/ENGLISH TEACHER, WAHDAT ISLAMIA PUBLIC HIGH SCHOOL, CHARSADDA, Pakistan**(Dec 2006 to Nov 2010)

EDUCATIONAL BACKGROUND

- **UNIVERSITY OF PESHAWAR, PESHAWAR, MBA, 2012, HR**

SKILLS

- **hr and administration**
- **hrp**
- **customer service**
- **employee relation**
- **onboarding process**
- **complaints management**

PERSONAL BACKGROUND

° **Birthday:** - 1985-04-20