



Mobeen Ahmed

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Rawalpindi, PK

Skills

SCM

IEPMS

Data Analyst

Documentation

CCTV Operating

Security Handling

Invoicing

MS Excel

MS Word

Language

English

Urdu

Punjabi

Hobbies

Bodybuilding

Cricket

Travelling

Summary

Highly knowledgeable and analytical Documentation Specialist has excellent attention to detail and strong organizational skills. Has good understanding of confidentiality rules and appropriate filing systems. Has a Bachelor's degree in Commerce and more than Two years of Documentation Specialist experience.

Experience

Documentation Officer at MYSON Engineering systems Private Limited (CURRENTLY WORKING)

- SCM & IEPMS expert
- Collecting data from Portals and Clients.
- Email approvals & Follow-up from clients.
- Tax management & Invoicing process through excels and portals
- Perform multiple tasks in a priority order.
- Data analyst and Reporting ATP's & PPT's etc.
- File management and system updating

CRO at Abacus on project (Careem) 1 MAY 2020 to Feb 2021

- Providing resolution on calls and Emails, Chat as well.
- Handle 100+ customer interactions per day, giving detailed, personalized, friendly & polite service to ensure customer retention
- Memorized all company products and services to be able to answer all customer questions quickly and efficiently.
- Receive source data such as customer names, addresses, phone numbers, credit card information, and enter data into various customer service software
- Trained new employees in customer services.
- Also Works on these software's, SIEBEL, ONEWINDOW, TRACKER, ICBS, CSP, ADM, ASM

Security Officer at JAZZ SEP 2014 to SEP 2017

- Work directly with appointed department heads and managers to delegate responsibilities and ensure that all aspects of the company are running efficiently.
- Monitor and authorize entrance of vehicles or people in the property
- Secure all exits, doors and windows after end of operations
- Check surveillance cameras periodically to identify disruptions or unlawful acts
- Investigate people for suspicious activity or possessions
- Respond to alarms by investigating and assessing the situation
- Submit reports of daily surveillance activity and important occurrences

Professional Certificate

- First Aid & Fire Safety certificate from Mobilink Pakistan.
- 6 Months Certificate of Computer Basic MS Word, MS Excel, MS PowerPoint From (M.S.K Institute) RWP

Education

Bachelor of Commerce (B.COM)

From AIOU in 2018

Intermediate of Commerce (I.COM)

BISE RWP in 2014