

MUSTASSUM TANVIR

A-211, Phase 2, Gulshan-e-Hadeed, Bin
Qasim Town, Karachi.
+92 311 2771705
mustassum.tanveer@gmail.com



EDUCATION

Bachelor's in Computer Science | Iqra University Main Campus

JAN 2020 – PRESENT

CGPA 3.0

Intermediate in Computer Science | NCR College of Emerging Technologies SEPT

2016 – SEPT 2018



EXPERIENCE

Negotiations Officer | Appedology Pvt. Ltd.

FEB 2022 – Present

- Contacting insurance adjusters and attorneys.
- Discussing and negotiating unpaid liens.
- Collecting and litigating liens.

Volunteer Supervisor | Prognostic Records

APR 2020 – DEC 2021

- Keeping a check on event staff and making sure that everything is carried out efficiently.
- Making sure that security and COVID SOPs are followed throughout.
- Keeping a record of tickets sold and amount generated.



SKILLS

- Sales.
- Negotiations.
- Microsoft Office
- Adobe Creative Cloud
- Digital Audio Workstations
- Interpersonal Skills
- Crowd Management

LANGUAGES

- English – Fluent
- Urdu –
Fluent/Bilingual
- Punjabi –
Fluent/Bilingual