

MUSTASSUM TANVIR

A-211, Phase 2, Gulshan-e-Hadeed, Bin
Qasim Town, Karachi.
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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

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.

Assistant Quality Assurance | C&E Global

MAY 2018 – JAN 2020

- Settlement Approval/Disapproval.
- Sales, Invoices, data management and compliance.
- Payment risk analysis and collection record.
- Quality assurance report and feedback.



SKILLS

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

LANGUAGES

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