

NavedMuzmil



Contact

NAVED MUZMIL

Q+974-30819870

✉ navedmuzmil@gmail.com

📍 Doha, Qatar

Education

- PGDCA (Post Graduate Diploma in Computer Applications) – Swami VivekanandSubhartiUniversity – 2021
- Bachelor of Library & InformationScience(B.LIB)– Shobhit University – 2014
- Bachelor of Computer Application(BCA)–Punjab TechnicalUniversity–2010
- Intermediate(Science)–2007
- HighSchool– 2005

Computer Knowledge

Operating Systems :
XP/ Win7-8/ Vista

Languages :
C

Databases :
SQL

Others :
MSOffice

Networking :
Printers, Networking

Objective

To secure a responsible position in a reputable organization where I can utilize my skills, experience, and hard work for the growth of the company as well as my professional development.

Experience

Cashier

Danube Trading & Contracting, Doha, Qatar

Mar 2025 – Present (expected)

- Handling cash transactions and billing with accuracy
- Managing daily sales reports and reconciliation
- Providing excellent customer service

Computer cum Clark

Guru Gyan Singh Polytechnic, Maharani Bagh, Delhi

2014 – Feb 2025

- Supervised daily operations and managed staff
- Maintained inventory and supply chain
- Handled customer relations and business growth.

Additional Manager – Roles and Responsibilities

The Additional Manager plays a key support role in the administration and daily operations of the institution, particularly in managing student-related services. The responsibilities include but are not limited to:

Student Admission Management

- Assisting in the admission process of new students.
- Verifying documents submitted by students during admission.
- Guiding students and parents about admission procedures, eligibility criteria, and deadlines.
- Maintaining admission records and updating the student database regularly.

Personal Details

- ❖ Father's Name :
Sh. Nishad Ahmad
- ❖ Date of Birth :
10th May, 1989
- ❖ Language Known :
Hindi, English & Urdu
- ❖ Marital Status :
Married
- ❖ Nationality :
Indian
- ❖ Passport No. :
W6900166
- ❖ QId. :
28935667736

Key Skills

- ✓ Cash Handling
- ✓ Customer Service
- ✓ Team Management
- ✓ Communication Skills
- ✓ Basic Computer.

Fee Collection and Records

- Managing fee collection and issuing receipts to students.
- Keeping accurate records of all fee transactions.
- Following up on pending fees and coordinating with students or guardians for timely payment.
- Preparing daily, weekly, and monthly fee reports for higher management.

Distribution of Study Materials and Books

- Maintaining stock of textbooks and study materials.
- Issuing books to students as per course and semester requirements.
- Recording book issuance and returns to maintain inventory control.

"Managed the library, including maintaining book records, monitoring issuance and returns, and providing study materials to students."

General Administrative Support

- Assisting the main office with clerical tasks and documentation.
- Handling queries from students and parents regarding academics or facilities.
- Coordinating with faculty and staff for smooth conduct of academic sessions.
- Supporting in organizing exams, events, and meetings.

Reporting and Compliance

- Preparing and submitting regular reports on admissions, fees, and materials.
- Ensuring compliance with institutional policies and procedures.
- Coordinating with the head office or university (if applicable) for updates and data submissions.

Communication

REFERENCES

Mr. Tanveer Ahmad
Contact Number: +919312351577