

# Tahir Ahanger

---

## Your Address

City Srinagar, District Budgam, Jammu & Kashmir, India  
+91-7006037929  
TSR5292@GMAIL.COM

## Objective

Experienced Data Entry and MIS Executive with 5+ years in document handling, data reporting, and record management in financial and administrative sectors. Seeking a position as Document Controller to utilize my skills in structured documentation, accuracy, and organizational systems.

## Professional Experience

Cluster MIS Executive / Data Entry Operator  
JKSRLM (UMEED), Cluster Level Federation – Alamdar  
2018 – Present

- Maintained and updated large volumes of financial records and institutional data for self-help groups, village organizations, and federations.
- Handled document archiving, soft and hard file management, and ensured records were organized and traceable.
- Generated monthly, quarterly, and annual financial reports for internal and higher-level audits.
- Coordinated with government officials for submission of verified reports and ensured compliance with formats.
- Monitored loan tracking, repayments, and fund disbursement details using Excel and custom MIS tools.

## Key Skills

- Document Management & Filing Systems
- MS Office Excel, Word, PowerPoint, Outlook and Typing
- Financial Report Compilation
- Database Updating & Tracking
- Communication & Coordination
- Attention to Detail & Accuracy
- Confidential Record Handling
- PDF Management, Scanning & Indexing

## **Education**

Post-Graduation (M.A.) – Political Science

Central University of Kashmir

Year: 2018

Graduation – Bachelor's Degree

University of Kashmir

Year: 2018

## **Certifications (if any – optional)**

- Document Management and Document Controller training at Udemy
- Oracle Aconex training from online Oracle platform

## **Languages**

- English – Proficient
- Urdu – Fluent
- Kashmiri – Native

## **Declaration**

I hereby declare that the information provided is true and correct to the best of my knowledge.

Place: INDIA JAMMU AND KASHMIR

[TAHIR NAZIR]