



CURRICULUM VITAE

JAVED

Mobile: 9068090099

Javedkhan090099@gmail.com

Career Objective

I am seeking employment with a company where I can grow professionally and personally. I seek challenging opportunities where I can fully use my skills for the success of the organization.

3 Months Internship in Finance and Purchase Department in Bloom Hotel Group, (CorporateOffice), New Delhi.

Working Experience

Amritara Hotel and Resorts (Corporate office New Delhi)

Purchase Associate

Professional Skills

- ❖ Negotiating
- ❖ Managing vendors
- ❖ Managing inventory
- ❖ Ensuring quality
- ❖ Ensuring delivery
- ❖ Preparing purchase orders
- ❖ critical thinking
- ❖ Basic Knowledge Of Computer
- ❖ Managing vendors
- ❖ Typing In English
- ❖ Tally
- ❖ Excel
- ❖ Supply Chain Management
- ❖ Costing
- ❖ Comparison
- ❖ Quotation

Soft Skills

- ❖ Communication
- ❖ Time Management
- ❖ Team Leader
- ❖ Positive Attitude

Educational Qualification

- ❖ 10th From Godwill High School
 - ❖ 12th From Godwill High School
 - ❖ Graduation From Kalindi College
 - ❖ MBA From Quantum University Roorkee (Finance)
 - ❖ MSCIT certificate (80%)
 - ❖ UKUM Volunteer Certificate
 - ❖ NISM Certificate (70%)
 - ❖ Internship Certificate 3 months (Bloom Hotel Group)
 - ❖ Participate in HR Conclave Certificate
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❖ Personal Details

- ❖ Father Name : Ikbal
- ❖ Address : Saharanpur ,Uttar Pradesh
- ❖ Gender : Male
- ❖ Nationality : Indian
- ❖ Languages : Hindi, English

Declaration

I do hereby declare that all the above furnished information is true to the best of my knowledge and belief.

JAVED

