***Resume***

**MASROOF ALAM**

*Address: Village- Dudhwaniya Buzurg, POST- Barhni,*

*Distirict- Siddharth Nagar, U.P. (INDIA).*

*Pin Code: 272201.*

*Contact: +91-8563801840/8977888617.*

*E-mail: khanmasroofalam@gmail.com*

**CAREER OBJECTIVE:**

* *To work in the field of Sourcing and vendor Management as a Business Executive in abroad like “Gulf countries ” to be a part of Management and Supervision with responsibility, creativity, leadership, management, innovative, foresight qualities and my duty’s.*
* *To work in this environment where I got the opportunity to fast track career growth with my potential to enhance my professional skills and knowledge.*

**PROFESSIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| *Course* | *Collage/ University* | *Year* |
| *B.com*  *MBA* | *SDSN Group of Collage, BKT, Lucknow/University of Lucknow.*  *Maulana Azad National Urdu University, Hyderabad-Telangana State-500032.* | *2014*  *2016* |

**ACADEMIC QUALIFICATION:**

* *I have completed my Intermediate from U.P. board in 2011.*
* *I have completed my High school from U.P. board in 2009.*

**Computer Knowledge:**

* *Fundamentals of computer.*
* *MS-Office: MS-Word, MS-Excel, MS-Power point.*

**CURRENTLY WORKING:**

* *Assistant Manager in “kotak Mahindra Bank ltd”.*

**STRENGTH:**

* Diploma in Computer Application.
* *Flexible, Optimistic and Confident.*
* *Creative thinking and decision making capacity.*
* *Able to work on Multiple Project.*

**Working Skills:**

1. ***Management.***

* *Manpower Management.*
* *Take a follow up day to day form transporter and Parties.*
* *Local purchase and journal expenses handling.*

1. ***Production.***

* *Responsible for assigned Production targets monthly.*
* *Plan the production according customer demand.*
* *Short-out the shortage which consume in Finish Goods.*

**OTHERS ACTIVITY:**

* *1-month training in Banking and sales from ITM.*
* *Participate in Introduction to Project Management.*
* *Participate in Talent Pad Workshop.*
* *Participate in 3 km. Run Marathon for Education and Urdu.*
* *Participate in National Unity Day Celebration.*

**HOBBIES:**

* *Watching Prime Time News.*
* *Reading News Paper.*

**PASSPORT DETAILS:**

* *Passport Number- N5987439.*
* *Place of Issue- Hyderabad.*
* *Place of Birth- Uttar Pradesh-(U.P.)*
* *Date of Issue- 15/12/2015.*

**PERSONAL DETAILS:**

* + *Father’s Name : Mr. MAROOF ALAM*
  + *Date of Birth : 12 –JUNE-1993*
  + *Nationality : Indian*
  + *Gender : Male*
  + *Language Known : Hindi, English & Urdu*
  + *Marital Status : Single*
  + *Religion : Islam (Muslim)*

Declaration:-

*I, hereby declare that the details provided above are complete and correct to the*

*best of my knowledge and belief.*

*Date:*

*Place: (MASROOF ALAM)*