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**CURRICULUM - VITAE**

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| Gulshan Ali  **+91-9711063155, 9971665160**  **Current Add: J/A 77, industrial area Boisar Maharashtra**  **EMAIL: gulshanali888@gmail.com**  **Passport no. J1568531**  **expr. Date of passport- 22/2/2020** |  |



**Profile - Administration/Store keeper**

Career Objectives

**“Looking for an entry in a world, highly professional organization with challenging competitive environment, where I can use my knowledge base as well as personal attributes to achieve organization goals.”**

Academic Qualification

Graduation from Gorakhpur University in the stream of Arts.

**Intermediate- From U.P. board.**

**High school- From U.P. board.**

Professional Qualification

**Diploma in Computer Hardware & Networking.**

**Tally ERP 9. +knowledge of Accounting (Basic).**

**Knowledge of MS office. (Word, excel, powerpoint, eccess)**

Skills

**Working diligently, Honest, soft Spoken, Punctual, Sincere**

**Dedicated, Good Communication, Behavior & Confident**

Personal interest

**Making new friends, reading Books, Surfing on net, Listening and singing song.**

Work Experience

* **Having Experience as Admin cum store keeper in Cool Flow Colling Tower PVT. LTD. since 26th Oct 2017 to till now. From Gurugram, Hariyana**
* **Have One year Experience as Administrative Assistant cum Store Keeper in Trap Pest Control Co. Dammam, KSA**
* **Have One Year Experience from GAIL INDIA LTD, Gurugram as a Technician Computer operator**
* **Have 4 Years Experience As an Admin Executive From Offshore PVT. LTD. New Delhi**

**: Having Knowledge with in experience like accountancy, Make attendance, salary, time keeping, coordinate with employ according pro., invoice, purchase, store keeping, book kipping, mailing and etc.**

Personal details

* Father’s Name **:** Mr. Azad Ansari
* Date Of Birth : July 26th 1986
* Marital Status : Married
* Religion : Indian
* Language : Hindi, English, Arabic(Beginner)
* Correspondence Add. - Hno 67, ward no 6, Town Area – Ghughuli R.S. Dist- Maharajganj U.P.

Pin 273151

**I hereby declare that all above information mentioned is true to the best of my knowledge & Belief.**

**Date:**…………..

**Place:**…………

Signature

**Gulshan Ali**