October 13, 2017

**From :** *MD ZEESHAN ALI IMAM*

Subject :  ***Under the Attached CV.***

***Respected Sir,***

**With due respectfully, I would like to introduce to myself as a candidate, kindly, if there is any current vacant place in your Organization, Like attached skill job CV , please give me an opportunity to serve in under your concern,**

**Hoping to get an early interview call.**

*Thanking you,*

*Yours truly,*

* + 1. **MD ZEESHAN ALI IMAM**

**Email*: md.zeeshan940@gmail.com***

**Mob: +91 *9534998593, 9234870042***

***CURRICULUM VITAE***

#### *MD ZEESHAN ALI IMAM*

**Email*: md.zeeshan940@gmail.com***

**Mob: +91 *9534998593, 9234870042***

## Applied Position for : " STORE KEEPER "

**OBJECTIVE**

Ready to work in any reputed organization, where I can utilize my previous experience, skills, abilities, and knowledge to execute my job more faster & accurately and to fulfill the expects of my superiors in the respective organization.

**WORKING EXPERIENCE:**

* Presently I am Working in " **Vividh Solution.** as a **“ STORE KEEPER** “from 11TH Feb 2016 to till Continue in Service.

**ACADEMIC QUALIFICATION:**

* **B.C.A.** Passed in 2015.
* **Intermediate** with **SCIENCE** in 2011.
* **Matriculation** passed from (B.S.E.B.) board in 2007.

**TECHNICAL QUALIFICATION:**

* **D.C.A** in computer application.

**JOB RESPONSBILITIES:**

* Prepare Stock purchase requisition for consume item .
* Co-Ordination between branch store and site store .
* To exercise general control over all activities in Stores Department
* Tracking the pending documents through weekly progress reports
* Checking dispatch documents are accurate.
* Maintain file & register.
* To maintain all relevant documents related to store and its periodical updating .
* Looking material issue and stock maintain in oracle.
* To reserve a particular material for a specific job when so required.
* Overall responsibility of consumable store.
* Maintain proper record of receipt, issue and balance of all items of materials
* Verify of incoming material to as per challan.
* Maintain daily record of issue & receive in excel.
* Stock review & verification on daily basis.
* To maintain proper records.

**COMPUTER SOFTWARE LITRACY:**

* DOS/WINDOWS (98, 2000, XP, VISTA, WINDOW 7).
* Ms-Office (Word, Excel, PowerPoint).

**KEY SKILL :**

* Technical ability in the field and in the office.
* Adaptable with ability to have valuable input to many aspects of a project.
* Ability to organized and motivate a team or work equally well within one.
* Ability to communicate comfortable at all levels

**PERSONAL DETAILS :**

Father's Name : MD. ISHRAT IMAM

Date of Birth : 05-01-1993

Permanent Address : Mohalla – Imlital (River Side)

P.O. Danapur cantt - Patna

Pin: 801503 (Bihar) India.

Marital Status : SINGLE

Religion : Islam

Nationality : INDIAN

Languages : ENGLISH, HINDI & URDU.

**PASSPORT DETAILS :**

Passport No : **K-5453304**

ISSUE DATE : **01/06/2012**

Expiry Date : **31/05/2022**

PLACE OF ISSUE : **PATNA (INDIA)**

***DECLARATION:***

I herewith declare that the above given information are true to my knowledge and I will be proving my abilities if I get a chance.

Thanking You,

Date:

Place: (MOHAMMAD ZEESHAN ALI IMAM)