**Curriculum vitae**

**FAIZAN AHMAD**

**H. No B-11 Madina Nagar**

**Ashiyana Nagar M.G Road**

**Bardoli, Dist: Surat, Gujarat: 394601**

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***DOCUMENT CONTROLLER***

CAREER OBJECTIVE

1. A challenging growth-oriented position in a progressive company, where I could contribute to organization’s success – not only by my educational expertise but also through my innovative ideas and desire to achieve excellence in whatever I do.

WORKING EXPERIENCE

**(A) Organization** : - KONIKA INDUSTRIES Surat

**Designation** : - **Computer operator cum accounting**

**Duration** : - March 2015 to Till Date

***ACCOUNTABILITIES & ATTAINMENTS***

* Responsibility of all the Transaction.
* Maintain an electronic document and follow up the requirement accordingly.
* Arrange the document according to the subject.
* Receive and check all the incoming and outgoing cheque.
* Responsible to check the mail registers and inward outward register and managed it.
* Document filling / original to finance Department.
* Posting the document in the system.
* To maintain the rule & filing the document as per the details required in the system

**(B) Organization** : - **IDBI Bank Ltd** Bardoli

**Designation** : - **Computer operator cum clerical**

**Duration** : - Nov 2013 to Feb 2015

***ACCOUNTABILITIES & ATTAINMENTS***

* Responsible for Inward outward clearing,
* Customer service & documentation.
* Responsibility of all the Transaction.
* Maintain an electronic document and follow up the requirement accordingly.
* Arrange the document according to the subject.
* Receive and check all the incoming and outgoing cheque.
* Responsible to check the mail registers and inward outward register and managed it.
* Document filling / original to finance Department.
* Prepare monthly report for inward & outward instrument
* Prepare for soax down lodge in system.
* Arrange the documents according to the subject for soax.
* Posting the document in the system.
* To maintain the rule & filing the document as per the details required in the system

**(C) Organization** : - Ideal Delight Services Pvt Ltd. Delhi

**Designation** : -Branch Manager

**Duration** : - August. 2012 to Nov 2013

***ACCOUNTABILITIES & ATTAINMENTS***

* To maintain the file and document as per the detail & requirement.
* Maintain an all company document and follow up the requirement accordingly.
* Check all the mail /letters and send it to the concern department.
* Recheck all the report before submit.
* Reply all the mail as per the subject.
* Quality control, accurate and timely reporting.
* Teamwork, communication.
* Respect of company policies, honesty.

**(D) Organization** : - ICICI Bank Ltd, Bardoli

**Designation** : - **Computer operator cum clerical**

**Duration** : -Jan 2007 to Aug 2012

***ACCOUNTABILITIES & ATTAINMENTS***

* Responsible for Inward outward clearing,
* Customer service & documentation.
* Responsibility of all the Transaction.
* Maintain an electronic document and follow up the requirement accordingly.
* Arrange the document according to the subject.
* Receive and check all the incoming and outgoing cheque.
* Responsible to check the mail registers and inward outward register and managed it.
* Document filling / original to finance Department.
* Prepare monthly report for inward & outward instrument
* Prepare for soax down lodge in system.
* Arrange the documents according to the subject for soax.
* Posting the document in the system.
* To maintain the rule & filing the document as per the details required in the system

**(E) Organization**: - Rekha Continental Ltd., Surat

**Designation** : -Junior Accountant

**Duration** : - June 2006 to Jan2007.

***ACCOUNTABILITIES & ATTAINMENTS***

* To maintain the file and document as per the detail & requirement.
* Maintain an all company document and follow up the requirement accordingly.
* Check all the mail /letters and send it to the concern department.
* Recheck all the report before submit.
* Reply all the mail as per the subject.
* Quality control, accurate and timely reporting.
* Teamwork, communication.
* Respect of company policies, honesty.

**(F) Organization**: - **Cadila Zydus Biogen-Darbhanga, Bihar**

**Designation** : - Supervisors

**Duration** : -January 2003 to June 2006.

***ACCOUNTABILITIES & ATTAINMENTS***

* Prepare report and minutes of meeting, and the submitted report.
* Quality control, accurate and timely reporting.
* Coordinate with the staff.
* Good listener, accurate and timely reporting.
* Teamwork, communication.
* Respect of company policies, and follow honesty
* Monitoring clients.

ACADEMIC QUALIFICATIONS

* **MBA From I.M.E.S Delhi (Account Finance & Marketing) imes09659**
* **BBA From I.M.E.S Delhi imes06237**

[**www.imes.edu.in**](http://www.imes.edu.in/)

* B.A HONERSE (Eng) From L.N.M.U. Darbhanga
* INTERMEDIATE (I.Sc**)** From B.I.E.C,Patna
* MATRICULATIONFrom B.S.E.B,Patna

TECHNICAL QUALIFICATIONS

* Diploma in Computer Application from Bardoli Surat, Gujarat.

COMPUTER PROFICIENCY

* MS-Office: Word, Excel, Power point Tally (8.1) and Email.
* Running special program for document controlling.
* Knowledge of Multimedia Flash,
* knowledge of Fox pro Program

STRENGTHS

* Confident, Excellent Communication skills.
* Hard worker, Optimistic.
* Team leader.

HOBBIES

* Interacting with People.
* Singing, Listening to Music.

PERSONAL PROFILE

Date of Birth : Jan 03, 1983

Father’s Name : Mr. Neyaz Ahmed

Gender : Male

Marital Status : Married

Nationality : Indian

Passport no : M 8215789

Date of issue : 22-06-2015

Date of expire : 21-06-2025

Place of issue : Surat

Languages Known : English, Hindi, Urdu and Guajarati

**Declaration:**

I hereby declare that the above information is true and correct up to my knowledge and beliefs and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Place:

**(Faizan Ahmad)**