

# Curriculum vitae

## **FAIZAN AHMAD**

**H. No B-11 Madina Nagar  
Ashiyana Nagar M.G Road  
Bardoli, Dist: Surat, Gujarat: 394601**

**✉ : [faizan\\_a\\_shaikh@yahoo.com](mailto:faizan_a_shaikh@yahoo.com)**

**☎ : - 0091-9033719580, 0091-9377452261, 0091-9016832791**



### **DOCUMENT CONTROLLER**

---

### **CAREER OBJECTIVE**

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
- MATRICULATION From 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 Gujarati

**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)**