

RN No. - RN25264



Computer Care & Care

H.B. Road, Kokar, Ranchi

.....Certificate.....

This to certify that Mumtaz Ahmad
Son/Daughter of Mr./Mrs. Geyasuddin Ahmad has
participated in Diploma In Computer Application course with
specialisation in D.C.A., Ms-Office, Tally of a
duration of One Year Diploma months and candidate performance
Good A
was.....and is placed in Grade

This course was conducted by the institute in the year

22th Oct. 2011 to 25th Sept. 2012

A circular stamp with the text "COMPUTER CARE & CARE" around the perimeter. In the center, there is a signature and the word "Director" below it.

Date : 25th Sept. 2012

Director's Signature

for the first time, music education is becoming

GEYASUDDIN AHMAD

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SALENA K...

SALEHA KHATOON

PS-BARRHARIA, SIWAN

PIN: 841428, BIHAR, INDIA

68617076

08/05/2008

PATNA

PA1071694574817



R3679602

भारत गणराज्य REPUBLIC OF INDIA



सुमेध शरण

Editorial

Country / Country Code

AHMAD

MUMTAZ

Continuity / Continuity

716514 / INDIAN

Age at entry / Place of birth

SIWAN, BIHAR

PATINA

13/12/2017

12/12/2027

[illegible]

STRENGTH:-

- Self – motivated & disciplined.
- Adaptability.
- Ability to work under pressure.
- Good communication skills.
- Highly motivated self innovate, and result oriented.
- Open minded like to accept any challenge with "Can do" attitude.
- Can work as a team member and also independently with balance efficiency.
- Quick grasping power and learning capabilities.
- Optimistic approach during difficult situation.

PERSONAL PROFILE:-

- | | | |
|-----------------------------|---|--|
| ✓ Name | : | Mumtaz Ahmad |
| ✓ Father's name | : | Geyasuddin Ahmad |
| ✓ Date of Birth / Place | : | 10 May 1985 |
| ✓ Sex | : | Male |
| ✓ Marital Status | : | Married |
| ✓ Nationality | : | Indian |
| ✓ Address for Communication | : | Vill: Babu Hata, Po-Udnat Ray ke Bangra,
Ps:-Barharia, Distt:- Siwan (Bihar)
Pin: - 841428 |
| ✓ Language Know | : | English, Hindi , Urdu & Arbic |
| ✓ Hobbies | : | Hard Working, Reading magazine |

PASSPORT DETAILS:-

- | | | |
|------------------|---|--------------|
| ✓ Passport No. | : | R-3679608 |
| ✓ Date of Issue | : | 13 Dec. 2017 |
| ✓ Date of Exp. | : | 12 Dec. 2027 |
| ✓ Place of Issue | : | Patna |

DECLARATION:-

I do hereby declare that the above mentioned information are true and correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Date:

(Signature)

MUMTAZ AHMAD

Mob +91 8130323154, +91 7294036699
mumtazahmed52@gmail.com ,

CAREER OBJECTIVE:-

To prove myself as an assets for the organization by working with dedication on the best of my ability and to achieve the goals of the organization. I am working with and also intending to work with such an organization where scope of myself improvement and enhancement of knowledge is possible into groom myself as a better person in the terms of handing responsibility, facing challenge and meeting target.

WORKING EXPERIENCE

- Worked as Documents Controller in Punj Lloyad Ltd. Since 10.05.2008 to 12.04.2012.
- Worked as Documents Controller Shihb AL jazira Cont. Company (KSA) Since 02.10.2013 to 25.02.2016

ACADEMIC QUALIFICATIONS:-

- Intermediate (I. Sc.) in 2011 from BIEB, Patna.) Passed With 2nd Division
- Matriculation in 2005 from BSEB, Patna. Passed With 3rd Division.

COMPUTER QUALIFICATION:-

- Advance Diploma in Computer Application.

PROFESSIONAL QUALIFICATION:-

- ❖ Knowledge of basic computer applications and experience in raising order through the ERP System
 - ❖ Accounting
 - ❖ Pay Roll
 - ❖ Data Entry
 - ❖ Power Point
 - ❖ Internet
 - ❖ Extensive knowledge of the methods, principles and practices of business administration process strong interpersonal and effective communication skill.
 - ❖ Ability to interact with all level of business executives in a professional manner.
 - ❖ Very energetic, organized and have well public relationship knowledge.
- * Tally (7.2, 9.1, and ERP9)
 - * Ms-Excel 2003 Specialist
 - * Ms.- Word
 - * Ms. Access



Employee ID-HN-4367

Date : 25 Feb. 2016

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. Mumtaz Ahmad** Holder of Indian Passport No.-G-8617076 was employed in our organization as a **Document Controller**, from 02 Oct. 2013 to 25 Feb. 2016.

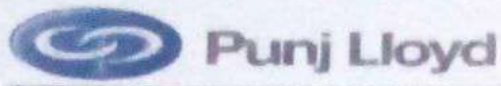
To the best of our knowledge and belief he bears a good moral character. During this above period of employment with us we found him to be honest, hard working and very sincere man.

This certificate has been issued on his request and wish him a bright future and a successful career.

المدير الادارى لكامب الثمامه

مرزوق جابر الفهادى





Lanka-
Daboka
Road
Project Site,
Dist-Nagaon
Assam-782442
Phone No-03674-294652

SITE- METRO RAILWAY NEW DELHI

REF NO. PLL/PFN/DC/104/12

Date : 12/04/2012

TO WHOMSOEVER IT MAY CONCERN

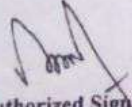
This is to certify that **MR. MUMTAZ AHMAD** has been working with us as a **"Docuents Controller"** with effect from 10/05/2008 to 12/04/2012

During this period of his work, we have found him sincere, honest and intelligent efficient and hard working man.

We found him to be honest, and hardworking and his work was to our completion entire satisfaction. He was also regular in his attendance.

We wish him all the best in his futures life.

For **PUNJ LLOYD LIMITED**


Authorized Signatory

PUNJ LLOYD LTD.
AS SITE
P.O. BORBOHA
VIA - HOJAI
DIST. NAGAON
ASSAM



बिहार विद्यालय परीक्षा समिति, पटना

BIHAR SCHOOL EXAMINATION BOARD, PATNA

अंक विवरणिका MARKS STATEMENT

इन्टरमीडिएट परीक्षा, 2011 INTERMEDIATE EXAMINATION, 2011

नाम Name MUMTAZ AHMAD

पिता का नाम Father's Name GHEYASUDDIN

महाविद्यालय College A.K.S.COLLEGE PURAINA PALTUHATTA, SIWAN

रोल कोड Roll Code 4216 क्रमांक Roll No. 10138

सूची संख्या Enlistment No. 4216-R-0060/09

संकाय Faculty SCIENCE

विषय का नाम SUBJECT NAME	कुल अंक F.Marks	पास अंक P.Marks	प्राप्तांक MARKS OBTAINED				विषयवार प्राप्तांक Subject Total
			सै. कुल Theory	प्रायोगिक Practical	Reg.		
					Th.	Pr.	
1. अनिवार्य COMPULSORY :							
R B NON-HINDI	050	015	030				
ALTERNATIVE ENGLISH	050	015	020				050
ENGLISH	100	030	040				040
2. ऐच्छिक OPTIONAL :							
PHYSICS	100	033	029	029			058
CHEMISTRY	100	033	035	029			064
BIOLOGY	100	033	037	029			066
3. अतिरिक्त ADDITIONAL :							
MATHEMATICS	100	030	042				042
प्राप्तांक AGGREGATE MARKS: TWO HUNDRED SEVENTY EIGHT							278
परिणाम RESULT : 2ND DIVISION							

Dated : 05-06-2011

PATNA-800 001

Anup K. Sinha

Secretary