

February 20, 2019

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,

MD ZEESHAN ALI IMAM

Email: [*md.zeeshan940@gmail.com*](mailto: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 RESPONSIBILITIES:

- 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)