

# CURRICULUM - VITAE

## Gulshan Ali

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expr. Date of passport-  
22/2/2020



**Profile -**

**Administration/Store keeper**

### Career Objectives

“Looking for an entry in a world, highly professional organization with challenging competitive environment, where I can use my knowledge base as well as personal attributes to achieve organization goals.”

### Academic Qualification

Graduation from Gorakhpur University in the stream of Arts.  
Intermediate- From U.P. board.  
High school- From U.P. board.

### Professional Qualification

Diploma in Computer Hardware & Networking.  
Tally ERP 9. +knowledge of Accounting (Basic).  
Knowledge of MS office. (Word, excel, powerpoint, eccess)

### Skills

Working diligently, Honest, soft Spoken, Punctual, Sincere  
Dedicated, Good Communication, Behavior & Confident

## Personal interest

**Making new friends, reading Books, Surfing on net, Listening and singing song.**

## Work Experience

- **Having Experience as Admin cum store keeper in Cool Flow Colling Tower PVT. LTD. since 26<sup>th</sup> Oct 2017 to till now. From Gurugram, Hariyana**
- **Have One year Experience as Administrative Assistant cum Store Keeper in Trap Pest Control Co. Dammam, KSA**
- **Have One Year Experience from GAIL INDIA LTD, Gurugram as a Technician Computer operator**
- **Have 4 Years Experience As an Admin Executive From Offshore PVT. LTD. New Delhi**

**: Having Knowledge with in experience like accountancy, Make attendance, salary, time keeping, coordinate with employ according pro., invoice, purchase, store keeping, book kipping, mailing and etc.**

## Personal details

- **Father's Name : Mr. Azad Ansari**
- **Date Of Birth : July 26<sup>th</sup> 1986**
- **Marital Status : Married**
- **Religion : Indian**
- **Language : Hindi, English, Arabic(Beginner)**
- **Correspondence Add. - Hno 67, ward no 6, Town Area - Ghughuli R.S. Dist- Maharajganj U.P.**

**Pin 273151**

**I hereby declare that all above information mentioned is true to the best of my knowledge & Belief.**

**Date:.....**

**Place:.....**

Signature

**Gulshan Ali**