

Resume

MASROOF ALAM

*Address: Village- Dudhwaniya Buzurg, POST- Barhni,
Distirict- Siddharth Nagar, U.P. (INDIA).*

Pin Code: 272201.

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CAREER OBJECTIVE:

- *To work in the field of Sourcing and vendor Management as a Business Executive in abroad like "Gulf countries " to be a part of Management and Supervision with responsibility, creativity, leadership, management, innovative, foresight qualities and my duty's.*
- *To work in this environment where I got the opportunity to fast track career growth with my potential to enhance my professional skills and knowledge.*

PROFESSIONAL QUALIFICATION:

<i>Course</i>	<i>Collage/ University</i>	<i>Year</i>
<i>B.com</i>	<i>SDSN Group of Collage, BKT, Lucknow/University of Lucknow.</i>	<i>2014</i>
<i>MBA</i>	<i>Maulana Azad National Urdu University, Hyderabad-Telangana State-500032.</i>	<i>2016</i>

ACADEMIC QUALIFICATION:

- *I have completed my Intermediate from U.P. board in 2011.*
- *I have completed my High school from U.P. board in 2009.*

Computer Knowledge:

- *Fundamentals of computer.*
- *MS-Office: MS-Word, MS-Excel, MS-Power point.*

CURRENTLY WORKING:

- *Assistant Manager in “kotak Mahindra Bank ltd”.*

STRENGTH:

- *Flexible, Optimistic and Confident.*
- *Creative thinking and decision making capacity.*
- *Able to work on Multiple Project.*

Working Skills:

1. Management.

- *Manpower Management.*
- *Take a follow up day to day form transporter and Parties.*
- *Local purchase and journal expenses handling.*

2. Production.

- *Responsible for assigned Production targets monthly.*
- *Plan the production according customer demand.*
- *Short-out the shortage which consume in Finish Goods.*

OTHERS ACTIVITY:

- *1-month training in Banking and sales from ITM.*
- *Participate in Introduction to Project Management.*
- *Participate in Talent Pad Workshop.*
- *Participate in 3 km. Run Marathon for Education and Urdu.*
- *Participate in National Unity Day Celebration.*

HOBBIES:

- *Watching Prime Time News.*
- *Reading News Paper.*

PASSPORT DETAILS:

- *Passport Number- N5987439.*
- *Place of Issue- Hyderabad.*
- *Place of Birth- Uttar Pradesh-(U.P.)*
- *Date of Issue- 15/12/2015.*

PERSONAL DETAILS:

- *Father's Name* : *Mr. MAROOF ALAM*
- *Date of Birth* : *12 -JUNE-1993*
- *Nationality* : *Indian*
- *Gender* : *Male*
- *Language Known* : *Hindi, English & Urdu*
- *Marital Status* : *Single*
- *Religion* : *Islam (Muslim)*

Declaration:-

I, hereby declare that the details provided above are complete and correct to the best of my knowledge and belief.

Date:

Place:
(MASROOF ALAM)