

## **CURRICULUM VITAE**

### **MOHD ZEESHAN**

Address: H.No. 182 Begum Sarai  
Near New Masjid  
Sambhal, Distt.Sambhal  
Pin – 244302, State – Uttar Pradesh  
Email: Mohdz671@gmail. Com  
Mobile no. 9690390190

#### **OBJECTIVE**

To work with leading company and to use my analytical thinking to the best of my ability combined with perseverance, so as to contribute to organization's growth and goal, as well as to attain my professional goal.

#### **PROFESSIONAL QUALIFICATION**

- B. Com (C.A.) from BFIT, Dehradun, Uttarakhand (2018)

#### **ACADEMIC QUALIFICATIONS**

- Secondary from ICSE BOARD Uttar Pradesh (2012)
- Sr. Secondary from CBSE Board Uttar Pradesh (2014)

#### **PROFESSIONAL EXPERIENCE**

- 1 year experience in Procurement and Purchase Officer in World Shading Company, Kingdom of Bahrain.
- 5 years experience as Procurement and Asst. Purchaser in Al-Falah Frozen Food Sambhal, Uttar Pradesh.

#### **JOB RESPONSIBILITIES**

- Research potential vendors & compare and evaluate offer.
- Prepare reports on purchases & cost analysis
- Track orders and ensure timely delivery.
- Maintain updated records of purchased products.
- Monitor stock levels.
- Negotiate contract terms of agreement and pricing.
- Review quality of purchased products.
- Enter order details (e.g., vendors, quantities, prices) into internal databases.

#### **SKILLS**

- ERP Next.
- Buys.
- MS Word.
- MS Excel.

- Good Communication Skills.
- Easily negotiate with other people.
- Have high level of persuasiveness.
- Can work effectively in team, as well as individually.
- Have good inter-personal skills.

#### **EXTRA – CURRICULAR ACTIVITIES**

- Played Games at college & School level.
- Active participation in college functions as volunteer and in other Event.
- Participated in World environment day at college level on 2017.
- Attained Medical Seminar at College on 2016.

#### **PERSONAL INFORMATION**

Father's Name	:	Mohd Ansar
Marital Status	:	Single
Sex	:	Male
Date of Birth	:	6 <sup>th</sup> April 1996
Language Known	:	Hindi & English
Religion	:	Islam
Nationality	:	Indian
Strength	:	Confident, Positive Attitude, Hardworking, Good listener & Quick learner.
Hobbies	:	Internet Surfing, Reading Newspaper, Reading Nowel, Badmintion etc.
Passport No.	:	U5355498
Date of Issue	:	06/02/2020
Date of Expiry	:	05/02/2030
Place of Issue	:	Bareilly

#### **DECLARATION:**

I hereby inform you that all the statement made above are true the best of my knowledge and belief.

**Place :**

**Date:**

**(MOHD ZEESHAN)**