

RESUME

SAJJAD KASIM BHATNOOR

Bachelor of Science (Chemistry)

Diploma in Industrial Safety

Institution of Occupational Safety and Health (IOSH)

NEBOSH (HSW)

**BSS ADVANCED DIP. IN OCCUPATIONAL SAFETY, HEALTH &
ENVIRONMENTAL MGMT**

E-mail: sajjadbhatnoor121@gmail.com

Mobile: +91 8149196208

Post applied for : Storekeeper

• Objectives:

Having the conviction that there is no substitute for sincerity, determination, honesty and knowledge, and believing that one never achieves success unless one loves what he is doing. With these attributes, I wish to reach the height of success by means of hard work with utmost practicality.

➤ Personal Profile

Date of Birth : 03 March 1998

Sex : Male

Nationality : Indian

Marital Status : Unmarried

Religion : Islam

Languages Known : English, Hindi, Marathi & Urdu.

• Educational Details:

- Bachelor of Science (Chemistry) from Mumbai University.
- Diploma in Industrial Safety.
- Institution of Occupational Safety and Health (IOSH).
- NEBOSH (HSW)
- BSS Advanced Diploma In Occupational Safety, Health & Environmental Management.
- Diploma In Fire & Safety
- MS-CIT(Maharashtra State Certificate In Information Technology)

Skills:

- | | |
|---|-----------------------------|
| ➤ Order Documentation | Assisting Pharmacists |
| ➤ Cash Register Operation | Product Restocking |
| ➤ Document Filling | Receiving incoming supplies |
| ➤ Secure storage of Medications | |
| ➤ Operating System: - Windows 98, Windows XP, Windows 7 and Windows 10. | |
| ➤ Well equipped with MS Office, Word, Excel, Power Point. | |

Storekeeper & Documentation with Al Hayat Health Care (Morba - Raigad)	
Firm	Al Hayat Health Care
Duration	<ul style="list-style-type: none"> • 06 August 2019 To Till date
Job Description	<ul style="list-style-type: none"> ➤ Keeping a record of sales and restocking the store accordingly. ➤ Managing and training store staff. ➤ Planning promotional campaigns for new products or specials. ➤ Ensuring that the store is kept clean and organized. ➤ Take delivery of all incoming materials and reconcile with purchase orders ➤ Track, document, and resolve any discrepancies on received orders ➤ Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns ➤ Manage inventory/supplies and ensure they are within the established minimum and maximum levels ➤ Keep up-to-date records of receipts, records, and withdrawals from the stockroom ➤ Responsible for packing, pricing, labeling, and returning supplies ➤ Responsible for stock rotation and coordinate the disposal of surpluses ➤ Oversee the handling of freight, the movement of equipment, and minor repairs ➤ Manage supplier relations and database as well as maintain high ethical relationships both internally and externally ➤ Create purchase orders and utilize purchasing card to perform low-value procurement activities

➤ **Responsibilities Handled:**

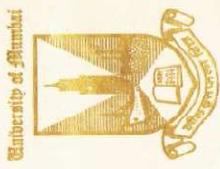
- Create purchase orders and utilize purchasing card to perform low-value procurement activities
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
- Replenish supply inventories following established guidelines of the company
- Maintain a neat, clean and safe working environment as per government regulation
- Manage the store layout
- Supervise other staff members and keep a record of sales
- Receive, upload and shelf all supplies
- Perform stock related duties like returning, packing, labelling and pricing goods
- Inspect deliveries for discrepancy or damage
- Report damaged inventories for record-keeping and reimbursement
- Rotate stock and dispose of surplus and expired quantities
- Coordinate and handle freight and movement of equipment
- Keep an organized allocation of inventory placed in warehouse and store
- Cross-verify the monthly report at the end of each month
- Ensure proper completion of documentation to place an order and make a purchase
- Generate a material received report (MRR) timely

➤ **Passport Details** : **Passport No :** R5556843
Date of Issue : 04/10/2017
Date of Expiry : 03/10/2027
Place of Issued: Thane (INDIA)

➤ **Self-Declaration:**

I hereby declare that the information given above is true to the best of my knowledge and belief.

(SAJJAD KASIM BHATNOOR)



University of Mumbai

University of Mumbai

मुंबई विद्यालय

Me,

the Chancellor, the Vice Chancellor

and

Members of the Management Council

confer the Degree of

BACHELOR OF SCIENCE

(Three Year Degree Course)

On

BHATNOOR SAJJAD KASIM FATIMA

of Konkan Ummati Mitra Mandal's Vasantrao Naik College of Arts and

Commerce

in the subject of Chemistry (Major)

with a Cumulative Grade Performance Average of 6.86 out of 10.00

for the examination held in OCTOBER 2020

at the Convocation

held on 1st February, 2021.

Me,

कुलपती, कुलगुरु
आणि

व्यावस्थापन परिषदेचे सदस्य
विज्ञान रानातक

(त्रिवर्षीय पदवी अभ्यासक्रम)
ही पदवी

भटनूर सजाद कासिम फातिमा

कोकण उन्नती मित्र मंडळाचे वसंतराव नाईक कॉलेज ऑफ आर्ट्स औन्ड कॉलेज

यांना

रसायनशास्त्र (प्रमुख) या विषयात
संचयी श्रेणी संपादित सरासरी १०.०० पैकी ६.८६

ऑक्टोबर २०२० मधील परीक्षेत
उत्तीर्ण शाळ्याबद्दल

२ फेब्रुवारी, २०२१ च्या

दीक्षान्त समारंभात प्रदान करीत आहोत.



1842225

Prof. Suhas Pednekar श्रा. सुहास पेढेकर
Vice Chancellor कुलगुरु



20-BSCC-200-0257-04066513



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे
 Maharashtra State Board Of
 Secondary and Higher Secondary Education, Pune
 उच्च माध्यमिक प्रमाणपत्र परीक्षा - प्रमाणपत्र

HIGHER SECONDARY CERTIFICATE EXAMINATION - CERTIFICATE

असे प्रमाणित करण्यात येते की / This is to certify that

Bhatnoor Sajjad Kasim

आईचे नांव / Mother's Name

Fatima

विभागीय मंडळ Divisional Board	आसन क्रमांक Seat No.	केन्द्र क्रमांक Centre No.	उच्च माध्यमिक शाळा क्रमांक Higher Secondary School No.	प्रमाणपत्राचा अनुक्रमांक Sr. No. of Certificate
MUMBAI	M042780	2731	17.10.001	124923

उच्च माध्यमिक प्रमाणपत्र परीक्षा (१० + २ आकृतीबंधानुसार)

has passed the HIGHER SECONDARY CERTIFICATE EXAMINATION **FEBRUARY-2015**
 (Under 10 + 2 Pattern)

श्रेणीमध्ये खाली दर्शविलेले विषय घेऊन उत्तीर्ण झाला/झाली आहे.

in Grade **I** with subjects shown below.

सांकेतिक क्रमांक व विषय Subject Code No. and Subjects	कमाल गुण Max. Marks	प्राप्त गुण / Marks Obtained	
		In Figures	In Words
01 ENGLISH	100	044	FORTYFOUR
40 MATHEMATICS & STATISTICS	100	076	SEVENTYSIX
54 PHYSICS	100	051	FIFTYONE
55 CHEMISTRY	100	073	SEVENTYTHREE
56 BIOLOGY	100	071	SEVENTYONE
97 INFORMATION TECHNOLOGY(SCI)	100	059	FIFTYNINE
31 ENVIRONMENT EDUCATION	050	045	FORTYFIVE
30 HEALTH AND PHYSICAL EDN:- A			
एकूण गुण/Total Marks Percentage	650	419	FOUR HUNDRED AND NINETEEN

CH154124923

3610759185022



MUMBAI
27TH MAY 2015

विभागीय सचिव / Divisional Secretary



महाराष्ट्र राज्य माध्यमिक व उच्च माध्यमिक शिक्षण मंडळ, पुणे
 Maharashtra State Board Of
 Secondary and Higher Secondary Education, Pune
 माध्यमिक शालान्त प्रमाणपत्र
 SECONDARY SCHOOL CERTIFICATE

असे प्रमाणित करण्यात येते की / This is to certify that

Bhatnoor Sajjad Kasim

आईचे नांव / Mother's Name **Fatima**

विभागीय मंडळ Divisional Board	आसन क्रमांक Seat No.	केन्द्र क्रमांक Centre No.	शाळा क्रमांक School No.	प्रमाणपत्राचा अनुक्रमांक Sr. No. of Certificate
MUMBAI	E195280	1672	17.10.001	152665

माध्यमिक शालान्त प्रमाणपत्र परीक्षा

has passed the SECONDARY SCHOOL CERTIFICATE EXAMINATION MARCH-2013

श्रेणीमध्ये खाली दर्शविलेले विषय घेऊन उत्तीर्ण झाला/झाली आहे.

in Grade **FIRST** with subjects shown below.

मुख्य विषय Main Subjects	क्रमाल गुण Max. Marks	प्राप्त गुण Marks Obtained	श्रेणीचे विषय Subjects of Grade	श्रेणी Grade
URDU (1ST LANG)	100	056	(WORK EXP./PRE-VOC.)	
MARATHI-ARABIC (2/3 LANG)	100	077	INFORMATION TECHNOLOGY	A
ENGLISH (2/3 LANG)	100	053	(SCHOOL SUBJECTS)	
MATHEMATICS	150	072	HEALTH & PHYSICAL EDUCATION	A
SCIENCE & TECHNOLOGY	100	075	SOCIAL SERVICE	A
SOCIAL SCIENCES	100	064	PERSONALITY DEVELOPMENT ENVIRONMENT EDUCATION	A
एकूण गुण/Total Marks	500	325	PERCENTAGE £ 65.00	
एकूण प्राप्त गुण (अक्षरी)/ Total Marks Obtained (In Words)	THREE HUNDRED AND TWENTYFIVE			
जन्म दिनांक / Date of Birth	03/03/1998 (THIRD MARCH NINETEEN NINETY EIGHT)			

CS134152665



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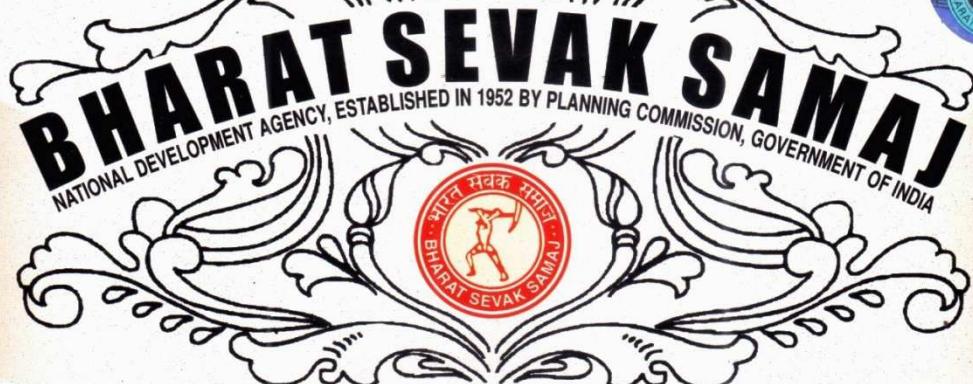
✓/✓

MUMBAI
07TH JUNE 2013

विभागीय सचिव/Divisional Secretary

Register No. : 776972

Date : 10/05/2017



CERTIFICATE

This is to certify that SAJJAD KASIM BHATNOOR

..... has successfully completed the
BSS ADVANCED DIP IN OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENTAL MGMT

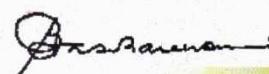
..... conducted in the Year 2016-2017 at
[TN/6492] SAFETY PROFESSIONALS, NO: 7/5, SELVI STREET

DOCTOR SEETHAPATHY NAGAR, DHANDEESWARAM, VELACHERY, PIN-600042

and has been placed in DISTINCTION Division
with DISTINCTION Division in Theory and
DISTINCTION Division in Practicals.


DIRECTOR




CHAIRMAN
BOARD OF EXAMINATIONS



Started at the instance of Planning Commission, Government of India with the object of enabling individual citizen to contribute, in the form of an organized co-operative effort, to the implementation of the National Development Plan. The constitution and functioning of Bharat Sevak Samaj is approved unanimously by the Indian Parliament.



nebosh

NEBOSH Award in Health and Safety at Work

This is to certify that

Sajjad Kasim Bhatnoor

was awarded this qualification on

07 August 2017



Sir Bill Callaghan
Chair

Teresa Budsworth
Chief Executive

Master log certificate No.: 00397464/900344
SQA Ref: R204 04

The National Examination
Board in Occupational
Safety and Health
Registered in
England & Wales No. 2698100
A Charitable Company
Charity No. 1010444



This is a certificate awarded to

SAJJAD KASIM BHATNOOR

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

British Institute of Safety

Signed on behalf of IOSH

Dew Messenger

Chief Executive

M. Shahriar

Course Organiser



Date: 7 July 2017

Possession of this certificate does not confer exemption from accredited qualifications which lead to membership of IOSH.

Cert No: 519240

Sr. No. : 14- 1686709



**Maharashtra State Board of Technical
Education, Mumbai**



Maharashtra Knowledge Corporation Limited

|| Creating a Knowledge Lit World ||

This is to certify that
BHATNOOR SAJJAD KASIM

The withinsigned having successfully completed the prescribed course of studies and having passed the examination with 87 percent marks has been awarded the

Maharashtra State Certificate in Information Technology (MS-CIT)

On behalf of the Government of Maharashtra in the month of **July - 2015** in testimony whereof are set the seals and signatures of the Director, Maharashtra State Board of Technical Education, Mumbai and the Managing Director, Maharashtra Knowledge Corporation Limited.

Section Number	Section Name	Marks Obtained	Maximum Marks
I	Learning Process*	50	50
II	Final Examination	37	50
	TOTAL MARKS	87	100

Following is the criteria for passing the MS-CIT Examination successfully:

Aggregate score of 40 Marks (in Sections I & II) out of 100 with:

- ♦ Minimum 20 Marks out of 50 are required for passing in Learning Process (Section I) &
- ♦ Minimum 20 Marks out of 50 are required for passing in Final MS-CIT Examination (Section II) with at least 6 marks in the Objective and 14 marks in the Practical.

Director
MSBTE

Managing Director & CEO
MKCL



AL HAYAT HEALTH CARE

MEDICAL & GENERAL STORE

DRUG LICNO: 20/RAI272537,21/RAI-272538,20/C-RAI272539

Prop. Sabiha Chilwan



DATE: 10/09/2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. **Sajjad Kasim Bhatnoor** is working at "Al Hayat Health Care" as a "**Pharmacy Assistant & Store Keeper**" from 06/08/2019 to till date.

During this entire stay in this organization. He is very hard working and trust worthy man. One can depend upon his performance and attitude towards works.

His skills proved successful with regards to task assigned to him.

We wish him all the best in his future for best opportunity.

Thanking you


AL HAYAT HEALTH CARE
AT.PO.MORBA,TAL.MANGAON,
DIST.RAIGAD,PIN.402117
MH-RAI-272537,
MH-RAI-272539,
MH-RAI-272538.

Sabiha Chilwan

Al Hayat Health Care
Medical & General Store



इस पासपोर्ट में 36 पृष्ठे। This passport contains 36 pages.

भारत गणराज्य REPUBLIC OF INDIA



टाईप / Type

P

उपनाम / Surname

BHATNOOR

दिया गया नाम / Given Name(s)

SALIJAD KASTM

राष्ट्रीयता / Nationality

राष्ट्र कोड / Country Code

IND

पासपोर्ट नं./ Passport No.

R5556843

भारतीय / INDIA

लिंग / Sex

Date of Birth

Where / Place of Birth

M

03/03/1998

NORRA MAJAR

1

MORRA MAHAR

जारी करने का स्थान / Place of Issue

MUMBAI

जारी करने की तिथि / Date of Issue

04/10/2017

समाप्ति की तिथि / Date of Expiry

03/10/2027

पर्याप्ती / OBSERVATION

फ्रैग्रेट/ MISCELLANEOUS SERVICE



R5556843

पिता / कानूनी अधिभावक का नाम / Name of Father / Legal Guardian

KASIM BHATNOOR

माता का नाम / Name of Mother

FATIMA KASIM BHATNOOR

पति या पत्नी का नाम / Name of Spouse

पता / Address

1317 ,DONGER ALI,AT POST- MORBA**TAL- MANGAON,RAIGAD****PIN:402117,MAHARASHTRA,INDIA**

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं. / File No.

B04061525001817