

CURRICULUM-VITAE

MOHAMMAD ZEESHAN ALAM

S/o :- MOHAMMAD MAKSUD ALAM
Add. :- DADAR MANDI GULZARBAGH PATNA CITY.
P.O. :- GULZARBAGH P.S- ALAMGANJ
Distt. :- PATNA
Contact No :- 7903962545, 9852247114
Email - ID :- zeeshanziddan@gmail.com



ABOUT MY SELF :-

A positive thinker and a passionate learner is what I would like to describe myself my strength lies in my ability to work hard and my belief that there are no shortcuts in life. Would like to tough work out of things in an independent manner. I would much more love to be part of a team. I believe that the enhancements of my learning and success grow parallel to the development of the organization I work for my learning give me the reason to live and keep pace with the changing environment.

CAREER OBJECTIVE :-

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and self-growth in the company hierarchy

ACADEMIC QUALIFICATION :-

- Passed 10th from B.S.E.B, in 2014
- Passed 12th from B.S.E.B, in 2017
- Passed Bachelor of Arts (Psychology)

ADDITIONAL SKILLS :-

- **DCA** (Diploma in Computer Application) **M.I.C.T. WIZARD** from Patna city.
- **TYPING :- ENGLISH** (45W/M)
- **OPERATING SYSTEM:-** Windows 7,8,10 & 11
- **OTHERS:-** Proficiency in M.S. Office

WORK EXPERIENCE :-

- ❖ 5 Years Working Experience In Document Controller From **DC Network** Boring Road Patna.
- ❖ **DESIGNATION:-** Document Controller (Computer operator)

WORK HANDLED:-

- ❖ Maintaining a tracking facility to enable documents to be updated easily.
- ❖ Scanning in all relevant new documents.
- ❖ Checking dispatch documents are accurate.
- ❖ Presentation and filing of documents and drawings.
- ❖ Responsible for maintaining hard copy information.
- ❖ Ensuring all documents are as up to date as possible within electronic filing systems.
- ❖ Issuing and distributing controlled copies of information.
- ❖ Filing of all engineering documents

STRENGTH :-

- ❖ Strong IT, database and communication skills.
- ❖ Experience with document control packages such as Site.
- ❖ Excellent interpersonal skills and a professional telephone manner.
- ❖ Utilizing a range of office software, including email, spreadsheets and databases.
- ❖ A comprehensive understanding of health and safety regulations.
- ❖ Assisting departments with queries on documentation requirements & submissions.
- ❖ Special knowledge of (M.S. word, Excel, Outlook, Paint etc.)
- ❖ Well-conversed with MS Word, Excel etc.

PERSONAL DETAILS :-

Father's Name	:	Mohammad. Maksud Alam
Date of Birth	:	17 th Mar 1999
Language Known	:	Hindi & English
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Religion	:	Muslim
Hobbies	:	Listen Music, Play Cricket & Reading News Paper.
Passport Details	:	Passport No. : Z5466904
		Place of Issue : INDIA
		Date of Issue : 31/May/2019
		Date of Expire : 30/May/2029

DECLARATION :-

- I hereby declare that the above information given above is true in my knowledge.

Place :-

Date :-

signature

Ref.No- DC/PAT/0154

Date- 06-01-2023

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that Mr. MOHAMMAD ZEESHAN ALAM Son of Mr. MOHAMMAD MAKSUD ALAM worked as DOCUMENT CONTROLLER in our company from Jun, 2018 to Jan, 2023 with our entire satisfaction. During his working period we found him a sincere, honest, hardworking, dedicated employee with a professional attitude and very good job knowledge. He is amiable in nature and character is well. We have no objection to allow him in any better position and have no liabilities in our company.

We wish him every success in life.

Sincerely,

DC Network



BIHAR SCHOOL EXAMINATION BOARD, PATNA

बिहार विद्यालय परीक्षा समिति, पटना



अंक पत्रक MARKS SHEET

माध्यमिक विद्यालय परीक्षा, 2014 (वार्षिक) SECONDARY SCHOOL EXAMINATION, 2014 (ANNUAL)

Sl. No.
क्रम सं०

0720038

नाम Name MD ZEESHAN ALAM							
माता का नाम Mother's Name SHABNAM KHATOON							
पिता का नाम Father's Name MD MAKSUD ALAM							
विद्यालय School MARWARI HIGH SCHOOL PATNACITY							
रोल कोड Roll Code 71074	रोल नं० Roll No. 1400192	पंजीयन सं० Reg. No. 71074-10980-13	जन्म तिथि Date of Birth 17/03/99				
SUBJECT		FULL MARKS	PASS MARKS	MARKS OBTAINED			
				THEORY	INTERNAL ASSESSMENT		TOTAL
					SCIENCE ASSESSMENT	SOCIAL SC. ASSESSMENT	MARKS IN WORDS
					LIT ACTIVITY	PROJ. WORK	
M.I.L. URDU		100	30	059			059 FIVE NINE
S.I.L. HINDI		100	30	069			069 SIX NINE
MATHEMATICS		100	30	034			034 THREE FOUR
SCIENCE		100	30	040	020		060 SIX ZERO
SOCIAL SCIENCE		100	30	048	010	010	068 SIX EIGHT
		500	150	AGGREGATE		290	RESULT
ENGLISH		100	30	049			1st Div - 300 2nd Div - 225 3rd Div - 150
						049	2ND DIVISION

Patna, Dated 5th June, 2014

Secretary



बिहार विद्यालय परीक्षा समिति, पटना 2071968

BIHAR SCHOOL EXAMINATION BOARD, PATNA

अंक विवरणिका MARKS STATEMENT

वार्षिक इन्टरमीडिएट परीक्षा, 2017 ANNUAL INTERMEDIATE EXAMINATION, 2017

M.S. No. 171210640048

नाम Name MD ZEESHAN ALAM

माता का नाम Mother's Name SHABNAM KHATOON

पिता का नाम Father's Name MD MAKSUD ALAM

रोल कोड Roll Code 17001

क्रमांक Roll No. 17010363



सूची संख्या Registration No. 17001-R-0967/14

संकाय Faculty SCIENCE

महाविद्यालय/+2विद्यालय का नाम College/+2 School Name

ORIENTAL COLLEGE, PATNACITY, PATNA

विषय का नाम SUBJECT NAME	कुल अंक F.Marks	उत्तीर्ण अंक P.Marks	प्राप्तांक MARKS OBTAINED				विषयवार प्राप्तांक Subject Total
			सै. कुल Theory	वस्तु. कुल Objective	प्रायोगिक Practical	Reg. Th. Pr.	
1. अनिवार्य COMPULSORY :							
R.B. NON HINDI	050	015	022				044
URDU	050	015	022				
ENGLISH	100	030	037				037
2. ऐच्छिक OPTIONAL :							
PHYSICS	100	033	008	016	023		047
CHEMISTRY	100	033	015	009	026		050
MATHEMATICS	100	030	031	037			068
3. अतिरिक्त ADDITIONAL :							

प्राप्तांक AGGREGATE : TWO HUNDRED FORTY SIX

0246

परिणाम RESULT : 2ND DIVISION

Dated : 30/05/2017

PATNA-800 001

M Certificate no.-171210640048 to verify please (SMS BSEB 12 171210640048) to 56677.

66386

To verify, please scan QR code



परीक्षा नियंत्रक
Controller Of Examination



MAGADH UNIVERSITY



BODH GAYA
MARKS STATEMENT

SRL NO.: 1028436

The following are the marks obtained by MD ZEESHAN ALAM S/D of MD MAKSUD ALAM

College [232] ORIENTAL COLLEGE, PATNA CITY Roll PAT No. 2131200491 Regn No. 1723201147/17 at the

B.A.(Hons.), PART-III Examination 2021 In PSYCHOLOGY Under Three Year Degree Course held in month of Mar.-2023

Part	Theory						Practical			Total Marks of Part III	G.S.	Offered Comp. Marks of Part I & II	Subsidiary Subject				Total Hons. Marks	Grand Total
	Part I	Part II	Part III				Part I	Part II	Part III				Part I & Part II		Part I & Part II			
			V	VI	VII	VIII							Theory	Practical	Theory	Practical		
Paper	I & II	III & IV	V	VI	VII	VIII						HIS		POL		800	1500/ 836	
Full Marks	150	150	100	100	100		050	050	100	400	100	200		200				Remarks
Pass Marks	067	067					023	023	045	180	033						360	1st Class-480 2nd Class-360 In Hons.Papers
Marks Obtained	085	070	059	056	059		038	037	076	250	060	105	086		105		480	1st Class

Controller of Examinations

Date of Publication: 25-Apr.-2023

SI No. 2342/17

Regd. No. 815/15

MICRO

Micro Institute of Computer Technology



Roll No. DCA-1544

PATNA

Dated. AUG.-2017

This is to Certify That

Mr./Mrs./Ms. MD. ZEESHAN ALAM

Son/Wife/Daughter of MD. MAKSUD ALAM on

Completion of Six(6) Months/Year course at this Institute Passed the

DIPLOMA IN COMPUTER APPLICATION examination held in the year 2017 and

He/She was placed in the VERY GOOD Grade.

[Signature]
Director
Patna



Ministry of Health & Family Welfare
Government of India

Covid-19 Vaccination Certificate

Issued in India by Ministry of Health & Family Welfare, Govt of India

Certificate ID 87587290818

Beneficiary Details

Beneficiary Name	Md zeeshan alam
Date of Birth (YYYY-MM-DD)	1999-03-17
Gender	Male
Passport Number	Z5466904
Vaccination Status (# of doses)	Fully Vaccinated (2 Doses)
Beneficiary Reference ID	44117403740580

Vaccination Details

Vaccine Name	COVISHIELD	
Vaccine Type	COVID-19 vaccine, non-replicating viral vector	
Manufacturer	Serum Institute of India Pvt. Ltd.	
Dose #	1st	2nd
Date of Dose (YYYY-MM-DD)	2021-07-31	2021-11-12
Dose Batch #	4121Z125	4121AA029M

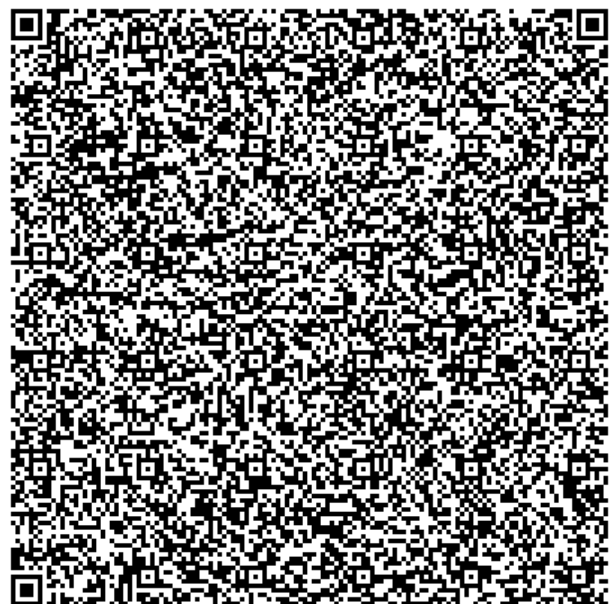


“Together, India will defeat
COVID-19”

- Prime Minister Narendra Modi

In case of any adverse events, kindly contact the nearest health centre

This certificate is compliant with WHO-DDCC:VS data dictionary



COWIN
Winning Over COVID

This certificate can be verified by scanning the QR code at
<http://verify.cowin.gov.in>

