

CIRRICULUM VITAE



IRSHAD A SIDDIQUI

Career Objective :

Intend to build a career with a leading corporation in a hi-tech environment. Realize my highest potential working as a key player in this challenging and creative environment.

Permanent address

IRSHAD A SIDDIQUI
H.NO: 1034,
GANDHI NAGER
UNNAO,.
Pin: 209801
UTTAR PRADESH

Academic record

Education.

B.com (2007-2011)

- kanpur university.

Board of Intermediate: (2004-2006)

- From GOVERNMENT INTER COLLEGE UNNAO

Secondary Schooling: (2003-2004)

- K.P. COLLEGE PRATAPGARH.

Present Address :

P.O. Box 2138
II Industrial Dammam
Kingdom of Saudi Arabia

Work Experience

Phone Numbers:

+966-580377274

E-Mail:

irshisidd@gmail.com

Personal Data:

Date of Birth : 14/06/1989

Gender : Male

Nationality : Indian

Marital Status: Single

Languages : English,
Hindi.

Interests : Sports,
Drawing,
Watching TV

- Work as Q/C in Mirza International Company in Unnao for 2 Years.
Responsibilities: - Checking the product (Shoes) finishing & quality etc.
- Worked as a Customer SEERVICE ASSOCIATE FOR VODAFONE INDIA SERVICE PVT LTD for 3 years.
Responsibilities: - Call to the customer & resolve their problems online like bill issue, data issue & VAS related issue.
- Work with Mesfer Zabin AJ- Qahtani Cont.Est. in Dammam KSA as an Admin clerk & Secretary from 16 Feb 2016 to 10 November 2017.
Responsibilities: - Office management, prepare quotation and send to customer, preparing invoice, payment collection, customer coordination, prepare salary of workers & document controlling.
- Work with Rimah Al- Jabal Gen. Cont. Est at Jubail as an office Admin Clerk & Secretary from 15 November 2017 to 31 July 2018.
Responsibilities: - Office management, prepare quotation and send to customer, preparing invoice, payment collection, customer coordination, prepare salary of workers & document controlling.
- Work with AJ-Ajab Galvanizing at Dammam as an admin in Q/C Department from 01 August 2018 to 30 November 2018 .
Responsibilities: - Check the quality after galvanizing, check black material, making MTC, store stock record & document controlling ETC.

Passport Detail:

Passport No- T9282445
Date of issue - 09/08/2020
Date of Expiry- 08/08/2030

**Iqama No-
241728245**

(Transfarble)

**Driving License Detail
Expiry Date-31/01/2026**

- Present time work with Al-Aswad Trading & Contracting Est at Dammam as an Assistant Logistic Coordinator in Logistic Department from 01 December 2018 to till date.
Responsibilities: - Arranging shipment from USA, Korea, UK & many more countries, Receive shipment from shipment agency, Inspection the item like quantity material detail, description, make delivery note & arrange delivery to the customer, Store Keeper, document controlling, I deliver material to Saudi Aramco, Sabic, Tasnee, Shipchem, Ma'aden & many more company. I have also knowledge about work in Aramco Portal & Sabic Portal.

Technical skills

Operating Systems	Windows XP, Windows 2007 Windows 2008, Excel.
Packages	MS-Office, MS-Excel & Auto cad. Aramco Portal, Sabic Portal

Professional Competencies

- Team approach to meet challenges.
- Innovative attitude to problem solving.
- Aiming at excellence in work through self-motivation.

Personal Competencies

- Work effectively with diverse groups of people.
- Friendly with an upbeat attitude.
- Committed to deadlines and schedules.
- Honest, Sincere and a Hard Worker with a high level of integrity.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dammam

Date: 05 May 2021

IRSHAD SIDDIQUI