

CURRICULUM

Application for the post Of “STORE KEEPER”

Respected Sir,

I have come to know through some reliable sources that you have vacancy for the job of “STORE KEEPER” in your reputed concern. I am very much interested in this job. I am giving my personal Curriculum Vitae for your consideration. I hope you will consider my application and grant me an interview.



EXPERIENCE INFORMATION

TOTAL EXPERIENCE : 05 YEARS

GULF EXPERIENCE : 03 YEARS

COMPANY : CAPITAL CONSTRUCTION & ENGINEERING
SITE : DR CONGO CENTRAL AFRICA
DESIGNATION : STORE KEEPER
DURATION : 12.02.2019 TO 20.04.2021

COMPANY : El-Seif Engineering Contracting Construction Company
SITE : RIYADH, SAUDI ARABIA
DESIGNATION : STORE KEEPER
DURATION : 12.01.2018 TO 01.01.2019

INDIAN EXPERIENCE : 02 YEARS

COMPANY : VISHAL ENGINEERING CONSTRU. COMPANY LTD.
SITE : JAMSHEDPUR JHARKHAND
DESIGNATION : STORE KEEPER
DURATION : 12.02.2015 TO 20.10.2017

JOB RESPONSIBILITIES

- Submit Daily Completion Report And Records And Relevant Documents.
- To Follow Up All The Safety Rules And Regulation
- I Can Manage The Inspection Of Material Inventory Control.
- Issuing And Receiving Materials.
- Making Material Request If Order Comes To Recorder.
- To Maintain Issue And Receipt Of Material.
- Codification Of Material.
- Verification Of Materials In Spot Verification And Continuous Store Verification Method.
- Inspection Of Material According To Purchase Order.
- Allocating Materially Proper Manner And Proper Location For Easy Tracing
- Deals With Complain And Solve It Smoothly.

- Maintaining All Kinds Of Reports And Records And Relevant Documents.

PERSONAL INFORMATION

NAME : **MD. IMRAN**
FATHER'S NAME : **MD. KHURSHID ANWAR**
DATE OF BIRTH : 22.10.1992
NATIONALITY : INDIAN
RELIGION : ISLAM
GENDER : MALE
Email : ik14698@gmail.com
MARITAL STATUS : UNMARRIED
LANGUAGES KNOWN : ENGLISH, HINDI, BENGALI, URDU, FRENCH, LINGALA & ARABIC.
COMPUTER SKILLS : **MICROSOFT OFFICE & ADVANCE TAILY DATA ENTRY.**

EDUCATIONAL QUALIFICATION

Qualification	Name & City of the School/College/Institution	Years of passing	Percentage
S.S.C.	ADRASH High School, Jharkhand	2010	60%
H.S.C.	BSK Collage, Jharkhand	2012	50%
B. B. A.	ABS Academy, Durgapur	2015	70%

PASSPORT DETAILS

Passport No.	Date Of Issue	Date Of Expiry	Place
L2085846	26.07.2013	25.07.2023	KOLATA

PERMANENT ADDRESS

MD. IMRAN
S/O MD. KHURSHIDANWAR
AZAD NAGAR POST-BURNPUR, PS-HIRAPUR, DIST-
BURDWAN, STATE-WEST BENGAL (713325)



+91- 9832864597



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DECLARATION

i do here by that all the statement as mentioned above are correct to the best of my knowledge and belief.

DATE:

PLACE:

(SIGNATURE OF APPLICANT)

