**CURRICULUM VITAE**

**IMRAN ALAM**

E-mail id: [imrankhn239@gmail.com](mailto:imrankhn239@gmail.com)

Contact number +916299042627

**APPLIED FOR TIME KEEPER**

**OBJECTIVE**

To contribute the field of Coordinator Controlling by skills and knowledge, work hard and climb the leader of success, besides incrementing the value of the organization and also to give 100 % in every task which I undertake to accomplish.

**EXPERIENCE**

**Total Experience as a Time Keeper is 6 Years in KSA.**

**EDUCATIONAL QUALIFICATION**

Diploma ofSafety ManagementJamshedpur in 2011

Passed Bachelor of Commerce J.P.V. University from in 2010

Diploma of Document Management in 2009

IOSH Managing Safety January 2008

Passed Intermediate from J.A.C, Ranchi in 2007

Passed Matriculation from J.A.C, Ranchi in 2005

**COMPUTER SKILL**

* MS. Office
* Outlook
* Internet usage.
* ZUL time Applications

**EMPLOYER RECORD**

Employer : **CREDENZA ENGINEERING PVT.LTD.**

Position : Time Keeper / Office Coordinator

Period : From Dec-2018 to Sep-2021

Employer : **AL-KIFAH CONTRACTING CO. LTD KINGDOM OF SAUDI ARABIA**

Position : Time Keeper

Period : From Sep-2012 to Sep-2018

Employer : **PATEL ENGINEERING LTD. MUMBAI, INDIA.**

Position : Office Coordinator

Period : From August 2009 to August 2012.

**ROLL & RESPONSIBILITY**

* To coordinate with all departments of the company in order to assure that all documents are kept in right place and in the right department file archive.
* To ensure that all corporateRFIs (request of Information), Material/Drawing submittal, FAFs (final approach fix) as build drawings documents are well checked and submitted on time prior to the documents submission due date and also to edit documents that have
* Responsible for monitoring all departmental time entry records. To ensure all time sheets are received from their location. Job profile & Hardworking Responsible and reliable with a good work ethic. Quick learner, trainable as needed to ensure a highly skilled and productive staff. Knows how to manage a filling system, track incoming and outgoing correspondence and coordinate the flow of paperwork around the office
* Typographical errors and other types of errors that may lead to the disqualification of documents.
* To perform regular audit of the corporate documents in order to ensure that all documents are properly submitted to other department.
* Maintain all approvals of work, material and manpower.
* Process, distribute and maintain controlled documentation using a document control system.
* Process documents for revision and approval, monitor the distribution and reconciliation of process or reference documents.
* Responsible to maintain and update all project drawings and proper distribute to concern department.

**PERSONAL SKILLS**

* Polite, friendly, and have a professional appearance.
* Ability to climb, sit and stand for extended periods of time.
* Prepared to work flexible hours to meet customer needs.
* Comfortable dealing with members of the public.

**PERSONAL INFORMATION**

Name : Imran Alam

Father Name : Late Jainul Alam

Date of Birth : 20/02/1988

Gender : Male

Marital Status : Married

Nationality : Indian

Religion : Islam

Language Known : English, Arabic, Hindi & Urdu

Old Passport No : J9798828

New Passport No : U8539937

Date of Issue : 18/08/2021

Date of Expire : 17/08/2030

Place of Issue : Ranchi

Permanent address : Opp. Sahu Petrol Pump Asian Tyre

Palmergunj Lohardaga

Pin Code – 835302, Jharkhand-India

**DECLARATION:**

I hereby declare that the information I have furnished is true and correct to the best of my knowledge and belief.

Date : IMRAN ALAM