

Rahul Kumar

Uttam Nagar, New Delhi, Delhi-
110059

+97477220783, +919031855896

Jaiswalrd17@gmail.com

Hiring Manager

Dear Hiring Manager,

Thank you for the opportunity to apply for the Administration Storekeeper role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements,

I am certain that I have necessary skills to successfully do the job adeptly and perform above expectation. I am hardworking professional who has been consistently praised as hardworking by my co-workers and management. Over the course of 42 month career, I've developed a skill set directly relevant to the Administration storekeeper role you hiring for, including back office, operations, data entry and records management. Overall I have consistently demonstrated leadership, communication and teamwork abilities in every aspect of my Administration Project Timekeeper role at Amana Qatar Contracting Co.W.L.L. Doha Qatar, and I invite you to review my details achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at +97477220783, +919031855896 or via email at jaiswalrd17@gmail.com to arrange for a convenient meeting time. During our meeting I will be happy to explain in details the work experience gap on my resume, at which time I was taking care of my family members recovering from serious illness.

Work Experience:-

Designation: Timekeeper/ Storekeeper
Company Name: Unique Reflection Cleaning & Technical Services L.L.C. Dubai
Duration: August, 2016 to September 2017

Designation: Timekeeper/ Storekeeper
Company Name: S.S Enterprises, Kolkata
Duration: November, 2017 to September, 2019

Designation: Timekeeper/ Storekeeper
Company Name: Amana Qatar Contracting. Co.
W.L.L Duration: November 2019 to Currently Working.

Thanks you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Rahul Kumar

Curriculum Vitae

Rahul Kumar
S118, Upper Ground Floor, Parampuri Chowk,
Uttam Nagar, New Delhi 110059
Home: - (+91) 6202231048
Cell No.: (+974) 77220783
Email-id: jaiswalrd17@gmail.com
Passport No: - P1261530
Qid:- 29435630662
Date of birth - 16/11/1994
Nationality - Indian
Languages – English, Hindi
Visa Status – Employment



Job Objectives: -

- To work as a Timekeeper in a well-known company that uses new technology and software's to maintain employee's data.
- To work as a Storekeeper in a well-known company that uses new technology and software's to maintain Store materials and records.

Work Experience:-

Designation: Timekeeper/ Storekeeper
Company Name: Unique Reflection Cleaning & Technical Services L.L.C. Dubai
Duration: August, 2016 to September 2017

Designation: Timekeeper/ Storekeeper
Company Name: S.S Enterprises, Kolkata
Duration: November, 2017 to September, 2019

Designation: Timekeeper/ Storekeeper
Company Name: Amana Qatar Contracting. Co. W.L.L
Duration: November 2019 to Currently Working.

Roles and Responsibilities:-

- Maintaining and reviewing employee daily attendance data to keep track of employees absenteeism
- Making sure that all the leaves and other salary adjustments are made appropriately in payroll
- Keeping track of employees transfers, resignations and exemptions to keep the payroll records updated
- Regularly updating and taking backup of payroll database
- Maintaining records of employees medical insurance, pension plans and other such employee benefit plan
- Solving employees queries related to discrepancies in their salaries
- Prepare Emrf & Srv logs
- Maintaining Store Materials and records

Roles and Responsibilities:-

- Maintaining time sheet, employees work sheet, and compute the wages of the employees
- Reviewing various employee work and attendance records to calculate discrepancies in employee's payroll calculations

- Keeping track of employee's leaves such as sick leave, personal leaves, vacations, etc.
- Keeping track of absence of employee from work due to official travel
- Sending daily arrival and departure report to the management
- Access an employee's timecard from any computer
- Adjust (hours) hours worked and any time off (leave) an employee has recorded
- Approve an employee's timecard at the end of each pay period
- Have visible access to an employee's time worked and leave.
- View an employee's vacation, sick leave, and comp time balances and total hours worked.
- Assist supervisors with questions regarding their employee's timecard
- Modify custom fields such as overtime and meal break designations
- Process historical edits (time adjusted for prior periods that have been signed off)
- Create custom Hyper finds to view select employees based on a set of requirements
- Sign-off on departmental timecards
- Working knowledge of, or ability to quickly learn, applicable University infrastructure, policies and procedures
- Ability to utilize interpersonal skills that contribute to a strong team environment
- Strong planning and organizational skills with sense of priority for deadlines and attention to detail
- Ability to multitask, work in a fast paced environment and have a high level attention to detail
- Strong organizational skills with an eye for detail
- Ability to scan and print documents
- Ability to work independently with minimal supervision
- Making sure that all the payroll related and attendance details are entered into the payroll software

Education:-

High School: - J.P University, 2012

Intermediate: - Dav College, 2014

Computer Proficiency:-

- MX Excel
- MS Word
- MS PowerPoint
- MS Access

Software Proficiency:-

- Sawa
- Amanatech
- Payroll

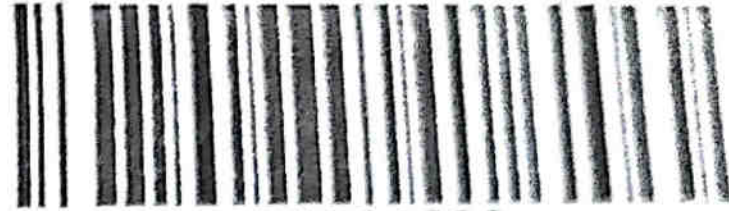
Declaration:-

I hereby declare that the above stated details and information are true to the best of my knowledge and belief.

Rahul Kumar

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

VIJAY KUMAR



P1261530

माता का नाम / Name of Mother

PUSHPA DEVI

पति या पत्नी का नाम / Name of Spouse

पता / Address

AT- FATEHPUR FATULAH, PO- SIWAN

PS-TOWN, SIWAN

PIN: 841226, BIHAR, INDIA

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

फाईल नं. / File No.

PA1060205689016

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 29435630662

الرقم الشخصي:

D.O.B.: 16/11/1994

تاريخ الميلاد:

Expiry: 05/11/2022

الصلاحية:

الهند

الجنسية:

Nationality: INDIA

Occupation: عامل

المهنة:

44872

الاسم: راهول كومار فيجاي كومار



Name: RAHUL KUMAR VIJAY KUMAR

Passport Number:

P1261530

رقم جواز السفر:

Passport Expiry:

08/09/2026

تاريخ انتهاء الجواز:

Serial No:

30229435630662

الرقم المسلسل:

Residency Type:

عمل

نوع الرخصة:

Employer:

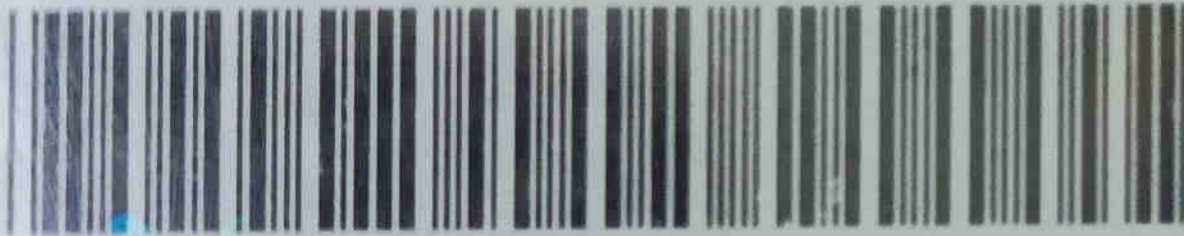
شركة اماتة قطر للمقاولات

المستقدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature

Rajeev Kumar





JABAL
HIMALAYA
CONSULTANCY WLL

**Third Party Inspection
& Safety Training Services**

+974 44903380, Doha Qatar
info@thehimgroup.com

RAHUL KUMAR

Issue Date : 07.12.2019

Expiry Date : 07.12.2022

Employee ID : 44872

Card Number : HIM 2091-19-C7

Employed By : AMANA QATAR CONTRACTING Co W.L.L.



BASIC FIRST AID & CPR



बिहार विद्यालय परीक्षा समिति, पटना
BIHAR SCHOOL EXAMINATION BOARD, PATNA
अंक विवरणिका MARKS STATEMENT
इन्टरमीडिएट परीक्षा, 2013 INTERMEDIATE EXAMINATION, 2013

M.S. No. C039905

नाम Name RAHUL KUMAR						
पिता का नाम Father's Name VIJAY KUMAR						
महाविद्यालय College D.A.V. COLLEGE, SIWAN						
रौल कोड Roll Code 4202		क्रमांक Roll No. 20272				
सूची संख्या Enlistment No. 4202-R-0465/11		संकाय Faculty COMMERCE				
विषय का नाम SUBJECT NAME	कुल अंक F.Marks	पास अंक P.Marks	प्राप्तांक MARKS OBTAINED			
			सै. कुल Theory	प्रायोगिक Practical	Reg. Th. Pr.	
1. अनिवार्य COMPULSORY :						
R B NON-HINDI	050	015	030			058
ALTERNATIVE ENGLISH	050	015	028			053
ENGLISH	100	030	053			
2. ऐच्छिक OPTIONAL						
ACCOUNTANCY	100	030	046			046
BUSINESS STUDIES	100	030	054			054
ECONOMICS	100	030	055			055
3. अतिरिक्त ADDITIONAL :						
प्राप्तांक AGGREGATE MARKS : TWO HUNDRED SIXTY SIX						266
परिणाम RESULT : 2ND DIVISION						

Dated : 23-05-2013
 PATNA-800 001

Lal Singh
Secretary



बिहार विद्यालय परीक्षा समिति, पटना
BIHAR SCHOOL EXAMINATION BOARD, PATNA

क्रम सं०
Sl No. 0870351

अंक पत्रक MARKS SHEET
माध्यमिक विद्यालय परीक्षा, 011(वार्षिक) SECONDARY SCHOOL EXAMINATION, 2011 (ANNUAL)

नाम Name	RAHUL KUMAR		
माता का नाम Mother's Name	PUSHPA DEVI	पिता का नाम Father's Name	VIJAY KUMAR
विद्यालय School	D A V HIGH SCHOOL SIWAN		
रोल कोड Roll Code	रोल नं० Roll No.	पंजीयन सं० Reg. No.	जन्म तिथि Date of Birth
92043	1092	92043-16880-10	16/11/94



SUBJECT	FULL MARKS	PASS MARKS	MARKS OBTAINED			TOTAL	MARKS IN WORDS
			THEORY	PRACTICAL			
			THEORY	THEORY	PRACTICAL		
M.I.L. HINDI	100	30	060	-	-	060	SIX ZERO
S.I.L. SANSKRIT	100	30	050	-	-	050	FIVE ZERO
MATHEMATICS	100	30	067	-	-	067	SIX SEVEN
SCIENCE	100	30	023	015	020	058	FIVE EIGHT
SOCIAL SCIENCE	100	30	059	-	-	059	FIVE NINE
	500	150	AGGREGATE			294	RESULT
ENGLISH	100	30	058	-	-	058	2ND DIVISION

Patna, Dated 25th May, 2011

Anup K. Saha
Secretary

P. C. No. C038121



बिहार विद्यालय परीक्षा समिति, पटना
BIHAR SCHOOL EXAMINATION BOARD, PATNA
औपबंधिक प्रमाण-पत्र, PROVISIONAL CERTIFICATE
इन्टरमीडिएट परीक्षा, 2013
INTERMEDIATE EXAMINATION, 2013

Certified that **RAHUL KUMAR**

Son/Daughter of **VIJAY KUMAR**

Roll Code **4202** *Roll No* **20272** *Enlistment No.* **4202-R-0465/11**

of **D.A.V. COLLEGE, SIWAN**

Passed the Intermediate **COMMERCE** *Examination, 2013 held in the*
month of February, 2013 and has been placed in **SECOND** *Division.*

Subjects Offered

COMPULSORY	OPTIONAL	ADDITIONAL
R. B. NON-HINDI	ACCOUNTANCY	
ALT. ENGLISH	BUSINESS STUDIES	
ENGLISH	ECONOMICS	

Dated : **23-05-2013**
PATNA-800 001


Secretary