**CURRICULUM VITAE**

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| **MOHAMMED MASRUR AHMED** |

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**Address**

Vill: Katigorah Part #3 (Lamargram)

Police Station & Post Office : Katigorah.

Dist: Cachar(Assam) Pin - 788805.

Mobile No: 6001876664.

Email Address: ahmedmasrur66@gmail.com

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| **POST APPLIED FOR : Janitors Supervisor.** |

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| **CAREER OBJECTIVE**  |

To advance my career and to develop my potentials based on my knowledge gained and skills acquired in all aspects in performance, to contribute to the spearheading goal and earn in a most descent means based on a company policy and perform the task assigned as the maximum required level to become a batter professional and productive employee.

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| **PERSONAL PROFILE**  |

Father’s Name : Mohammed Shamsul Huda

Gender : Male

Marital Status : Married

Religion : Muslim

Date of Birth : 31ST December, 1980

Place of Birth : Cachar – Assam

Present Address : Same As Above

Languages Known : English, Arabic, Hindi, Urdu, Assamies.

Personal Qualities : Responsible and Sincere / Quick Learner

Result Oriented / Communication Skills.

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| **EDUCATIONAL QUALIFICATION**  |

* S.S.C. Examination Passed.
* H.S.C. Examination Passed.
* B.A. Appeared

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| **ADDITIONAL QUALIFICATION**  |

* Computer Basic & Ms-Office & Internet

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| **WORK EXPERIENCE**  |

* 4 Year, Worked as a HOUSEKEEPING HEADMAN at Saudi Aramco (Saudi Arabian Oil Company-KSA) Dhahran Core Area, Main Admin Building #177, under contractor AL-HAJRY OVERSEAS Co. From October-2007 to August-2011. Shift-2nd (from 3pm to 11pm).
* 6 Year, Worked as a **HOUSEKEEPING FIELD SUPERVISOR** at Saudi Aramco (Saudi Arabian Oil Company-KSA) Dhahran core area, Tower Building.#730, under Contractor Al-Hajry overseas Co, From Sept-2011 To December-2017.2nd shift (3pm to 11pm).
* 8 Year, Worked as a **SECRETARY / ADMIN CLERK / TIME KEEPER**, under Contractor Al-Hajry overseas at Saudi Aramco (Saudi Arabian oil company-KSA) Dhahran Core area in Tower Building office services unit Building #730. From January-2009 to November-2017.(Day shift).
* 7 month, Worked as a **CUSTOMER RELATION MANAGEMENT (CRM) / SAP** processor at Saudi Aramco Furniture warehouse, Dhahran, KSA.
* 3 Month, Worked as a **RECEIVING CHECKER** (Approved from Saudi Aramco) at Saudi Aramco, Dhahran Core area Expec Bldg.#729.

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| **EXTRA CURRICULAR ACTIVITIES :**  |

* Completed Short Hand & Typewriting Course at Mumbai from 14th July, 2006 to 13th November-2006 (4 Months course).
* Successfully completed the National Cognitive and Skills Evaluation in accordance with the curriculum of the American Heart Association as a HEARTSAVER/FA/AED.
* Certificate, Good knowledge on **3M Chemical** from Saudi Aramco Office Services Department. Dhahran, Core Area-KSA.
* Successfully completed Training course, TIME KEEPING Jobs from Saudi Aramco Pay Roll Department-KSA.
* Certified to operate equipment: Sky Climber and Man Lift.

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| **PASSPORT DETAILS**  |

* Passport No. : **M6919716**
* Date of Issue : 03-06-2015
* Place of Issue : Riyadh
* Date of Expiry : 02-06-2025

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| **DECLARATION**  |

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

Place :

Date : **(MOHAMMED MASRUR AHMED)**