

Resume

Name:

Shaik Haneef

E-Mail:

haneef4201@gmail.com

Contact No:

8501868420

Present Address:

Big Masjid Street
Venkateswara Puram,
SPSR Nellore dist,
Pin no:524001.

Personal Details:

Fathers name :
Shaik Hafeez

Date of Birth:
01st June 1995

Sex: Male

Marital Status:
BACHELOR

Nationality:
Indian

Languages Known:
Hindi, English, Telugu.

Career Objectives:

Aspiring for an association with progressive challenging and motivate environment that gives me an opportunity to involve for the application of my knowledge and communication skills.

Education**B.Com :67 %**

Specialization : Computer Applications
Institution : Rao's Degree College, Nellore
Board : Vikrama Simhapuri University

Polytechnic : 64%

Specialization : Diploma in Computer Commercial Practice
Institution : Government Polytechnic Boys College ,Venkateswara puram
Board : State Board of Technical Education and Training

SSC : 61 %

Institution : Municipal School, Venkateswara Puram
Board : Board of Secondary Education

Professional Skills:

- Positive attitude and self motivated.
- Sincerely work of Quality.
- Effective in team work.
- Quickly learn new things

EXPERIENCE

1. Company Name : NCC power plant (660*2)
Position Held : PLC operator (CHP)
Period of work : From 16.05.2016 to 28.02.2018
2. Company Name : 3F INDUSTRIES LIMITED, PANTAPALEM, MUTHUKUR, NELLORE.
Position Held : Jr.Officer Stores.
Period of work : From 20.08.2018 to 04.12.2019
3. Company Name : SAVIN DELTA PRODUCTS PVT LTD, JUBILEE HILLS, HYDERABAD.
Position Held : PROCUREMENT & Purchase Officer.
Period of work : From 03.02.2020 TO 01.04.2021
4. Company Name : SANGAM MILK PRODUCER COMPANY PVT LTD, VADLAMUDI, GUNTUR.
Position Held : ASSOCIATE ACCOUNTANT MARKETING OFFICE.
Period of work : From 06.04.2021

RESPONSIBILITIES :

- Posting Indents Intime
- Bank Reconciliation
- Cash and Check Collections and Deposits.
- Marketing Activity
- Preparing Transport and Rental Invoices in time
- Preparing Daily activities in Day Book.
- Involving in accounting activities and exports.
- Generating purchase orders & Work Orders.
- Involving admin activities
- Issuing delivery orders & checking payments
- Documentation of invoices
- Doing migos material handling, Indents raising, material status checking
- Preparing service orders, service sheets, Updating HSN Codes

SOFTWARE SKILLS

- SAP
- MS OFFICE
- BASIC KNOWLEDGE ON WINDOWS OPERATING SYSTEMS

Declaration:

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief. If, I have given an opportunity, I would do my best for the growth of your concern.

Yours faithfully,

Date:

(SHAIK HANEEF)

Place: