

# 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:**  
01<sup>st</sup> 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:



**3F INDUSTRIES LTD.**

REF: 3FIL/HRD/EXP/2019

Date: 02.12.2019

**EXPERIENCE CERTIFICATE**

This is to certify that **Mr.SHAIK.HANEEF** is worked with us as a  
**"Jr.Officer – Stores"**.

\* The details of his service with us are as follows:

**NAME** : **Shaik.Haneef**

**DESIGNATION** : **Jr.Officer**

**DEPARTMENT** : **Stores**

**DATE OF JOINING** : **20-08-2018**

**DATE OF RELEIVING** : **04-12-2019**

We wish him all the best in his future endeavors.

**For 3F Industries Limited.**

**Dy. General Manager – HR & Admin**



(Formerly Foods Fats & Fertilisers Limited)

Survey No. 1604, APIIC - IALA, Eepur 1B, Pantapalem Panchayat, Muthukur Mandal, SPSR Nellore Dist., A.P. India.

Pin Code - 524 323

Regd. Office : P.B.No. 15, Tadepalligudem - 534 101, A.P. India. Phone : +91 8818 222571 - 74 (PBX) 2 225 25 (D) Fax : +91 8818 222 1 72

CIN : U24120AP1960PLC000888

email id : tpg@fff.co.in

website : www.fff.co.in



## 3F INDUSTRIES LTD.

Date: 05.12.2019

To  
Shaik.Haneef  
E.Code: F4404  
Jr.Officer – Stores  
3F Industries Limited  
Pantapalem.

Dear Mr. Haneef.

With reference to your resignation letter dated 04.12.2019, we hereby informing you that your resignation has been accepted and you shall be relieved of your duties with effect from close of working hours of 04.12.2019.

You are requested to hand over all property of the company including Files, Correspondence, Specifications, Brochures, Electronic Gadgets, Books and other documents of any nature whatsoever, to your HOD or to the person authorized by him.

Moreover we wish to inform you that you will not disclose to any unauthorized person, after your employment with the Company, for any reason, any information about the interest or business of the Company or any affiliated companies and you will not carry with you outside the office premises, any documents, books and other property belonging to the Company and relating to the Company affairs unless you are authorized by the management to do so.

You are requested to confirm that you have not made or retained any copy or photocopy of any of the documents made available to you during the course of your employment to do so.

Your dues, if any, will be settled by the Accounts Department as per the HR Policy and guideline in due course of time.

Please sign a copy of this letter in taken of your acceptance and confirmation of the issue mentioned above.

With best wishes,

Yours very truly,  
For 3F Industries Limited

**Dy. General Manager – HR & Admin**



I accept and confirm the issues mentioned in the letter.

Sk. Haneef

Signature





# VIKRAMA SIMHAPURI UNIVERSITY :: NELLORE

## Provisional Certificate cum Consolidated Marks Memorandum

Reg. No. 132127324

This is to certify that Mr./Ms. **SHAIK HANEEF** has qualified himself / herself for the Degree of Bachelor of **COMMERCE (COMPUTER APPLICATIONS)** of this University in **ENGLISH** medium in **JUNE 2016** he/she having been declared to have passed the Examination prescribed therefor as follows and that he / she done all that is necessary for the formal presentation of the Degree

The following are the marks secured by the candidate :

SUBJECTS	Part	Theory				Practicals / Internals			
		Max. Marks	Pass Marks	Marks Secured	Year of Passing	Max. Marks	Pass Marks	Marks Secured	Year of Passing
<b>FIRST YEAR:-</b>									
ENGLISH-I	1	100	35	47	DCCP*				
TELUGU-I	1	100	35	37	MAR15				
LHC AND CONTEMPORARY INDIAN ECONOMY AND POLITY	3	100	35	42	MAR15				
FINANCIAL ACCOUNTING - I	2	--	--	--	DCCP*				
BUSINESS ECONOMICS	2	--	--	--	DCCP*				
COMPUTER FUND. & OFFICE AUTOMATION	2	300	105	156	DCCP*				
BUSINESS ORGANIZATION AND MANAGEMENT	2	70	25	25	MAR16	30	10	28	MAR16
<b>SECOND YEAR:-</b>									
ENGLISH (CBT)-II	1	50	17	23	MAR16	50	18	41	MAR15
TELUGU-II	1	100	35	42	MAR15				
HUMAN VALUES AND PROFESSIONAL ETHICS	3	75	26	31	MAR15	25	9	21	MAR15
ENTREPRENEURSHIP PRINCIPLES & CONCEPTS	3	100	35	36	MAR15				
ADVANCED ACCOUNTING	2	70	25	29	MAR16	30	10	27	MAR16
BUSINESS STATISTICS	2	70	25	25	MAR15	30	10	28	MAR15
OOFS IN VISUAL BASIC	2	70	25	33	MAR16	30	10	27	MAR15
TAXATION	2	70	25	40	MAR16	30	10	28	MAR16
<b>THIRD YEAR:-</b>									
CORPORATE ACCOUNTING	2	70	25	26	MAR16	30	10	30	MAR16
COST AND MANAGEMENT ACCOUNTING	2	70	25	44	MAR16	30	10	28	MAR16
BUSINESS LAW	2	70	25	46	MAR16	30	10	29	MAR16
AUDITING	2	70	25	25	MAR16	30	10	29	MAR16
COMPUTER APPL., - III(BDSMS)	2	70	25	26	JUN16	30	10	30	MAR16
COMPUTER APPL., - IV(WEB TECH. AND E-COMMERCE)	2	70	25	30	JUN16	30	10	29	MAR16
ENVIRONMENTAL STUDIES	3	75	26	39	MAR16	25	9	25	MAR16

### CLASS AWARDED

SUBJECTS	Maximum Marks	Total Marks Secured	Class Awarded	Month & Year
PART-I	400	190	THIRD	MAR-16
PART-II	1400	818	SECOND	JUN-16
PART-III	400	194	THIRD	MAR-16

DATE: 27/07/2016

NELLORE(A.P)

Serial No. : UG/ 0011980

Read by:

Compared by:

Supdt. :

CONTROLLER OF EXAMINATIONS

NOTE : Any discrepancy in the above entries or between the results published and the marks noted above, must be brought to the notice of the CONTROLLER OF EXAMINATIONS, IMMEDIATELY



# State Board Of Technical Education And Training

## Andhra Pradesh

S. No : 159056



No. 140504816

This is to certify that **SHAIK HANEEF**

Son/Daughter of **SHAIK HAFEEZ**


having completed the prescribed **3 YEARS FULL-TIME (SW)** Course of study approved by the Board  
at **GOVT. POLYTECHNIC - NELLORE** and fulfilled

all the requirements is awarded this Diploma in **COMMERCIAL & COMPUTER PRACTICE**

He/She has completed the pass requirements for the award of Diploma at the examination held  
in **APRIL/MAY 2014** His/Her Permanent Identification Number

is **10016-CCP-030** and he/she has undergone Industrial Training for a  
period of **SIX MONTHS** as part of the curriculum. He/She is

placed in **SECOND CLASS** on the basis of marks secured as indicated.

Examination	Max. Marks	Marks Secured	Marks taken into Consideration for Award of Class	
			(In Figures)	(In Words)
I Year	800	430	108 (25%)	ONE ZERO EIGHT
III Semester	900	465	465 (100%)	FOUR SIX FIVE
IV Semester	750	442	442 (100%)	FOUR FOUR TWO
V Semester	300	196	196 (100%)	ONE NINE SIX
VI Semester	750	450	450 (100%)	FOUR FIVE ZERO
Total Marks in Figures	1661 			
In Words	ONE SIX SIX ONE			
Percentage of Marks :	57.28			

Given under the seal of the Board on this, the  
...THIRTYFIRST... day of ...MAY..... 2014



Date : 28/07/2014

CONTROLLER OF EXAMINATIONS

SECRETARY,  
STATE BOARD OF TECHNICAL EDUCATION  
& TRAINING, ANDHRA PRADESH



## SECONDARY SCHOOL CERTIFICATE

Document Ref No: 1017100453

has appeared and PASSED HIS EXAMINATION held in March 2010 in **D1 GRADE**

DATE OF BIRTH	ETHNICITY	SEX	MONTH	YEAR
		MALE	JUNE	1981

SUBJECT		MARKS AWARDED PER CANDIDATE	MARKS AWARDED BY SCHOOL	PERCENTAGE TYPE
FIRST LANGUAGE	TELUGU	88	SIX EIGHTY	01
THIRD LANGUAGE	ENGLISH	22	FOUR THREE	02
MATHEMATICS		81	SIX ONE	01
GENERAL SCIENCE		49	FOUR EIGHT	01
SOCIAL STUDIES		88	SIX FIVE	01
TOTAL		288	TWO EIGHT FIVE	
SECOND LANGUAGE	HINDI	48	FOUR SIX	01
GRAND TOTAL	333	381	THREE THREE ONE	05

<b>Name of identification</b>	1. $A_1 = \{x \in L : x \leq a \text{ and } x \leq b\}$ $A_2 = \{x \in L : x \leq a \text{ and } x \leq c\}$
	2. $A_1 = \{x \in L : x \leq a \text{ and } x \leq b\}$ $A_2 = \{x \in L : x \leq a \text{ and } x \leq c\}$

**PEPPER**  
L. J. & M.  
and Sons

*P. Kalyan*  
SECRETARY  
BOARD OF SECONDARY EDUCATION  
A. P. HYDERABAD

**Life skills education:** The Department of Education has developed a life skills education programme for all schools. The programme is designed to equip learners with the skills and attitudes necessary to make informed decisions and to take responsible actions in their lives. The programme is based on the following principles:



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भारत गणराज्य REPUBLIC OF INDIA

इसके द्वारा, भारत गणराज्य के राष्ट्रपति के नाम पर, उन सभी से जिनका इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे धारक को बिना किसी रोक-टोक के स्वतंत्र रूप से आने-जाने दें, और उसे हर तरह की ऐसी सहायता और सुरक्षा प्रदान करें जिसकी उसे आवश्यकता हो।

THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE MAY STAND IN NEED.

भारत गणराज्य के राष्ट्रपति के आदेश से  
BY ORDER OF THE PRESIDENT  
OF THE REPUBLIC OF INDIA

सत्यमेव जयते



(एन.एल.पि. चौधरी / N.L.P. Choudary)

पासपोर्ट अधिकारी  
Passport Officer  
पासपोर्ट कार्यालय  
Passport Office  
विजयवाड़ा  
VIJAYAWADA

पासपोर्ट  
PASSPORT



सत्यमेव जयते

भारत गणराज्य  
REPUBLIC OF INDIA





R0730374

पिता / पालक/ अधिकाधिकार का नाम / Name of Father / Legal Guardian

HAFEEZ SHAIK

माता का नाम / Name of Mother

HASEENA SHAIK

पति या पत्नी का नाम / Name of Spouse

पता / Address

28/9/963, VENKATESWARAPURAM, ISLAM STREET

NELLORE, POTTI SRIRAMULU NELLORE

PIN: 524005, ANDHRA PRADESH, INDIA

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

फाइल नं. / File No.

VJ1060207565917





