

CURRICULUM VITAE

Mozammil Sajid

Parsauni,

Dist- Madhubani, Bihar, 847223

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CARRIER OBJECTIVE:

Seeking a responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the company to achieve combined growth.

QUALIFICATIONS:

- ➔ **B.Tech** from **MDU** in year 2022 in **Computer Science & Engineering**.
- ➔ **Intermediate** from BSEB in year 2018 in Stream of **Science and Math**.
- ➔ **Matriculation** from BSEB in year 2016.

WORK EXPERIENCE:

- ➔ **STOREKEEPER & INVENTORY** in **USHA LEXUS FURNITURE** from 21.07.2022 to 15.08.2024.

RESPOSIBILITIES AQUIRE:

- ➔ Manage supplier relations and database as well as maintain high ethical relationship both internally and externally.
- ➔ Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
- ➔ Keep up-to-date records of receipts records and withdrawals from the stockroom.
- ➔ Manage inventory supplies and insured they are within the established minimum and maximum levels.
- ➔ Track documents and resolved any discrepancies on received orders.
- ➔ Take delivery of all incoming materials and reconciles with purchased order.
- ➔ Preparation of daily work progress report.
- ➔ Monitoring of production progress according to time line.
- ➔ Processing and monitoring on PLC for production.
- ➔ Ensuring that the store is kept clean and organized.
- ➔ Conduct inventory audits to determine inventory levels and needs
- ➔ Complete requisition forms for inventory and supplies.
- ➔ Verify and track received inventory and complete inventory reports and logs

TECHNICAL QUALIFICATIONS:

- ➔ Software Applications: AUTO CAD, 2D, 3D, P.T, Isometric
- ➔ Computer Operating System: Win7, Win10, MacOS, Keynote, Pages, MS Office, Internet, MS excel

LANGUAGES KNOW:

- ➔ English: Writing, Speaking and Reading Fluently
- ➔ Hindi: Writing, Speaking and Reading Fluently
- ➔ Urdu: Reading

OVERVIEW:

To secure training from a professionally managed group or organization, a position which will improve and utilize my practical and theoretical knowledge and planning skills and will provide me with an opportunity for professional and personal growth.

- ➔ Good work ethics with excellent communication and interpersonal skills.
- ➔ Capable to delve into the new leading Technologies.
- ➔ Ability to work well in both team environment and individual environment.

PASSPORT DETAILS:

Passport No: W5098508
Place of Issue: Patna Bihar
Date of expiry: 30/10/2032

PERSONAL DETAILS:

Father's Name	: Md Sajid Hussain
Date of Birth	: 10th March 2000
Marital Status	: Unmarried
Sex	: Male
Nationality	: Indian
Languages Known	: English & Hindi
Hobbies	: Working on Internet, Learning new technology and always taking risk for bitter experience of Life for better understanding of Human Relations.
Personal Strength:	: Team Work, Quick Learner and Decision Making.

DECLARATION:

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

Date: -

(Mozammil sajid)

Place: -

USHA LEXUX FURNITURE

Date - 15.08 2024

SERVICE CERTIFICATE

This is certify that "Mr. MOZAMMIL SAJID" was employed in the capacity of "STOREKEEPER & INVENTORY" with effect from 21.07.2022 to 15.08.2024.

During his tenure with us we found him sincere, honest, punctual and hard workingman.

To the best of our knowledge and belief he bears a good moral character was co-operative in following our instruction. We wish his all the success in his future endeavors.

He left his service on his own accord for better prospect.



E-4, 4th floor, Qutab Hotel, Shaheed Jit Singh Marg, New Delhi - 110 016