

Curriculum Vitae

Mohammad Tahseen Alam

STORE KEEPER

E-mail id- tahseen_mfp@yahoo.co.in

Mobile No.09708885885

Proficient in overseeing store operations and achieving set goals, understanding marketplace needs and strategies needed to drive sales and ensuring proper merchandise presentation. Looking forward to a challenging assignment and responsibility which will utilize full capabilities while providing an opportunity for knowledge, experience, and professional development in conjunction with your organization.

WORK EXPERIENCE 25 YEAR'S

Samsung India Electronic Pvt. Ltd. (INDIA)

Store Keeper(March 3rd 2015 to April 30 2023)

The company is a prominent manufacturer of Electronics Goods sold under the 'Samsung' brand name.

- ⇒ Keep a record of sales and restock the store accordingly.
- ⇒ Plan promotional campaigns for new products or specials.
- ⇒ Material Request Making.
- ⇒ Manage and train store staff.
- ⇒ Ensure that the store is kept clean and organized.
- ⇒ Purchased Request Creation.
- ⇒ Mediate any confrontations between staff and clients, and de-escalate the situation.
- ⇒ Item Creation (All Function).
- ⇒ Sub Inventory Transfer (Whenever any Item not Processing).
- ⇒ Item Cost Updating (Local).
- ⇒ Minimum – Maximum Report (any Item Nearly Going to Finish Generate Minimum Maximum Report According to Physical Stock).
- ⇒ Adding Item in to the Stock (Receipt and Receiving Transaction).
- ⇒ Martial Issuance day to day According to Issuance.
- ⇒ Purchase invoice Clearance and Approval Submission to Accounts Twice in a week if any Pending Invoice Inform Accounts time to time.
- ⇒ Submit Purchased File Spare Parts Issuance Report to Direct Manager before Date 2 every month (max) for monthly Inventory and Accounts Finalization.
- ⇒ Submit Monthly Spare Parts Print out and Cost Centre to Accounts Before 6th Every Mont.
- ⇒ Follow Direct Manager Instructions Any Important Decision Conform to Direct Manager.

Sony India Pvt. Ltd. (INDIA)

Store Keeper (March 13th 2014 to 28th February 2015)

The company is a prominent manufacturer of Electronics Goods sold under the 'Sony India Pvt.Ltd.' brand name.

- ⇒ Material Request Making.
- ⇒ Purchased Request Creation.
- ⇒ Item Creation (All Function).
- ⇒ Sub Inventory Transfer (Whenever any Item not Processing).
- ⇒ Item Cost Updating (Local).
- ⇒ Minimum – Maximum Report (any Item Nearly Going to Finish Generate Minimum Maximum Report According to Physical Stock).
- ⇒ Adding Item in to the Stock (Receipt and Receiving Transaction).
- ⇒ Martial Issuance day to day According to Issuance.
- ⇒ Purchase invoice Clearance and Approval Submission to Accounts Twice in a week if any Pending Invoice Inform Accounts time to time.
- ⇒ Submit Purchased File Spare Parts Issuance Report to Direct Manager before Date 2 every month (max) for monthly Inventory and Accounts Finalization.
- ⇒ Submit Monthly Spare Parts Print out and Cost Centre to Accounts Before 6th Every Mont.
- ⇒ Follow Direct Manager Instructions Any Important Decision Conform to Direct Manager.

Al Musairiey Metallic Industries co. (KSA)

Store Keeper (April 2011 to 5 August 2013)

The company is a prominent manufacturer of Esquire and Round Steel Pipe sold under the 'Al Musairiey' brand name.

- ⇒ Material Request Making
- ⇒ Purchased Request Creation
- ⇒ Item Creation (All Function)
- ⇒ Sub Inventory Transfer (Whenever any Item not Processing)
- ⇒ Item Cost Updating (Local & Foreign)
- ⇒ Minimum – Maximum Report (any Item Nearly Going to Finish Generate Minimum Maximum Report According to
- ⇒ Physical Stock)
- ⇒ Adding Item in to the Stock (Receipt and Receiving Transaction)
- ⇒ Martial Issuance day to day According to Issuance.
- ⇒ Purchase invoice Clearance and Approval Submission to Accounts Twice in a week if any Pending Invoice Inform Accounts time to time.
- ⇒ Submit Purchased File Spare Parts Issuance Report to Direct Manager before Date 2 every month (max) for monthly Inventory and Accounts Finalization.
- ⇒ Submit Monthly Spare Parts Print out and Cost Centre to Accounts Before 6th Every Mont.
- ⇒ Follow Direct Manager Instructions Any Important Decision Conform to Direct Manager.

IFB INDUSTRIES LTD. (INDIA)

Sales Officer (DECEMBER 2008 to February 2011)

The company is a prominent manufacturer of Home Appliances sold under the 'fib' brand name.

- ⇒ Reporting to the Regional Manager, based in Chhattisgarh.
- ⇒ Responsible for sales and marketing of the products in Korba, Ambikapur, Champa, Koriya district.
- ⇒ Interacting with distributors and dealers and educating them about the various products and schemes available.
- ⇒ Training, developing and motivating the sales team to maximize sales and achieve targets.
- ⇒ Arranging sales promotion events and implementing marketing initiatives on behalf of the company.

BAJAJ ALLIANZ LIFE INSURANCE CO.LTD. (INDIA)

Sales Manager (September 2007 to November 2008.)

- ⇒ My work is Appoint the insurance agent and gat a business.
- ⇒ Reporting to the Branch Manager, based in Korba, Chhattisgarh.

MIRC ELECTRONIC LTD., PATNA, INDIA

Area Sales Executive (Jan 2003 to August 2007)

The company is a prominent manufacturer of Electronics Goods & Home Appliances sold under the 'Onida' brand name.

- ⇒ Reporting to the Regional Manager, based in Patna.
- ⇒ Responsible for sales and marketing of the products in North Bihar district.
- ⇒ Interacting with distributors and dealers and educating them about the various products and schemes available.
- ⇒ Training, developing and motivating the sales team to maximize sales and achieve targets.
- ⇒ Arranging sales promotion events and implementing marketing initiatives on behalf of the company.

DESERT LINE PROJECT LLC, HODAIDA, YEMEN

Store Keeper & Equipment Purchaser (Jul 2001 to Dec 2002)

The project was aimed at constructing a 175 Km-long road which includes 2 tunnels of approx. 950 meters each.

- ⇒ Joined the project in Oman and was transferred to Yemen.
- ⇒ Reported to the Project Manager and was responsible for the procurement of the equipment required for the project.
- ⇒ Managed inventory and ensured proper records were maintained.
- ⇒ Planned requirements based on the inventory available and formulated detailed specifications of the equipment and stores required for each stage of the project.
- ⇒ Placed indents for the equipment on the Head Office and followed up for timely receipt.
- ⇒ Ensured the quality of the material received strictly matched the specifications and that equipment was received in perfect working order.

CAPITAL AGENCY, MUZAFFARPUR, INDIA

Sales Executive (Jun 1998 to Apr 2001)

The company deal with the sales and repairs of a variety of electronic goods.

- ⇒ Reported to the Senior Executive and was responsible for sales and marketing.
- ⇒ Managed customer services, sales promotion activities and ensured that monthly sales targets were achieved.

DOORDARSHAN, MUZAFFARPUR, INDIA

Sales Executive (Aug 1995 to Apr 1998)

- ⇒ Reported to the Senior Executive and supervised sales and service operations.
- ⇒ Interacted with customers and maintained effective relations to ensure customer satisfaction and the development of further business for the company through sales promotion.
- ⇒ Handled the suppliers and vendors and negotiated rates and other terms.

EDUCATION

- **M.A.** (Literature) from B.R.A. Bihar University, Muzaffarpur, India in 1993 (2nd Class)
- **B.A.** (Hons.) from B.R.A. Bihar University, Muzaffarpur, India in 1991(2nd Class)
- **Diploma in TV Trade** from Rajkiye Polytechnic College, India in 2000 (B-Grade)

SKILLS

Effective Team Player, Excellent Communication Reliable, Data Entry, Multitasking and Goal-Oriented

PERSONAL INFORMATION

Father Name	-	Noor Qutub
Address	-	Maharaja Road Chandwara Mokaarri Near Mokaarri Masjid Muzaffarpur Bihar India Pin.842001
Date of Birth	-	20January1972
Marital Status	-	Married
Passport No	-	Y8997013
Date of Issue	-	06/10/2023
Date of Expiry	-	05/10/2033
Driving license	-	LMV/M. Cycle No. BR06 19910000413
Languages	-	Hindi, English, Urdu, Arabic

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and responsible for any discrepancies.

Date: 23/10/2023

Place: Muzaffarpur

Signature



شركة المصيري للصناعات المعدنية
أنابيب دائرية ومربعة ومستطيلة صاج اسود وأبيض ومضلع
Al Musairiey Metalic Industries Co.
ROUND, SQUARES & PIPES STEEL SHEETS

التاريخ :- 08/04 / 2013 م .

(شهادة خبرة)

تشهد شركة المصيري للصناعات المعدنية بأن السيد / محمد تحسين علم - هندي الجنسية بموجب
جواز سفر رقم E4432734 عمل لدينا في الفترة من 04 / 04 / 2011م
وحتى 04 / 08 / 2013م (بوظيفة امين مستودع) وقد أعطيت له هذه الشهادة بناء على طلبه ودون
أدنى مسئولية على الشركة .

DATE: 04/08/2013

(Experience Certificate)

This to certify that MR. \ MOHAMMAD TAHSEEN ALAM - INDIA nationality-
holding a passport No. E4432734 was working in our company as a STORE
KEEPER from 04th APRIL , 2011 until 04th AUGUST, 2013. This certificate issued
upon his request without any responsibility on the company .

GENERAL MANAGER

KHALID M. AL MUSAIRIEY.





I.D.CARD

Desert Line Project L. L. C. (Yemen)

Hard to Saada Rode Project

P.O.Box : 1880 , P. Code : 112

Ruwi , Sultanate of Oman

Tel. No. : 510670, Fax: 510174

Name :

Mohd Tahseen Alam

Emp No :

14478

Trade

Store Keeper

Date of Issue :

18/07/2001

INSTRUCTION

1. This Card is to be produced Whenever asked by the local /DLP Authorities.
2. This is a Company property. Finder may please return this to DLP Office.
3. Loss/Forgery of this card is punishable under Company's Rule.

Name :

محمد قاسم علي

Trade :

مساعد

Empl No.:

12241

Date of Joining :

25-1-14



प्रमाणित किया जाता है कि मो. तहसीन आलम को, जिन्होंने विश्वविद्यालय-विभाग से, सन् १९९५ के जनवरी मास में आयोजित, मास्टर ऑफ आर्ट्स की परीक्षा में उर्दू में द्वितीय वर्ग में उत्तीर्णता प्राप्त की, आज मास्टर ऑफ आर्ट्स की उपाधि के लिए अधिकृत किया गया।

This is to certify that Md. Tahseen Alam of University-Department who passed the examination for the degree of Master of Arts in Urdu, held in the month of January, 1995 and was placed in the Second Class, was this day admitted to the Degree.

मुजफ्फरपुर/MUZAFFARPUR

दिनांक १५ अप्रैल १९९५ Date 15 April 1995

अशोक नारायण

कुलपति

Vice-Chancellor

No. 7539

UNIVERSITY OF BIHAR



Babasaheb Bhimrao Ambedkar
BIHAR UNIVERSITY
MUZAFFARPUR



PROVISIONAL CERTIFICATE

I Certify that Md. Tahseen Alam
passed the Bachelor of Arts (Urdu) Hons. 1st Year examination
of this University held in the month of December 1992.
and was placed in the Second Division/Class.

Dated Muzaffarpur the 25th. Sept. 1993.

Muo
REGISTRAR

बिहार विद्यालय परीक्षा समिति



सं/86C 0021779

प्रमाणित किया जाता है

कि MD TAHSEEN ALAM रोल कोड 05104 क्रमांक 0219 जो
श्री NUR KUTUB URF LAL BABU के पुत्र/की ~~पुत्री~~ हैं, और जिनकी जन्म-तिथि
20 JANUARY, 1972 ई० है, MARWARI HIGH SCHOOL MUZAFFARPUR से 1986
ई० की वार्षिक/पूरक माध्यमिक परीक्षा में SECOND श्रेणी में उत्तीर्ण हुए / हुई।
उनका पाँचवां विषय NATURAL SCIENCE रहा जिसमें वे उत्तीर्ण/अनुत्तीर्ण रहे। समाजोपयोगी
उत्पादक कार्य तथा सामुदायिक सेवा के आधार पर विद्यालय द्वारा प्रदत्त ग्रेड
D है।

बिहार विद्यालय परीक्षा समिति

पटना, तिथि 28-07-1986

ई०

05/00520

१८

सचिव



Ministry of Health & Family Welfare
Government of India

Certificate for COVID-19 Vaccination

Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID 89260270023

Beneficiary Details

Beneficiary Name / लाभार्थी का नाम **Mohammad Tahseen Alam**
Age / उम्र **50**
Gender / लिंग **Male**
ID Verified / पहचान पत्र सत्यापित **Aadhaar # XXXXXXXX9739**
Unique Health ID (UHID) **31-3267-1473-2544**
Beneficiary Reference ID **92677818093280**
Vaccination Status / टीकाकरण की स्थिति **Fully Vaccinated (2 Doses) and a Precaution Dose**

Vaccination Details

Vaccinated By / टीका लगाने वाले का नाम **Priyanka Kumari**
Vaccination At / टीकाकरण का स्थान **URB DFY MCH Building(DH), Muzaffarpur, Bihar**

Dose Number खुराक की संख्या	Date of Dose खुराक की तारीख	Vaccine Name वैक्सीन का नाम	Batch Number बैच संख्या	Vaccine Type टीका का प्रकार	Manufacturer उत्पादक
1/2	01 Jun 2021	COVISHIELD	4121Z080	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India
2/2	27 Aug 2021	COVISHIELD	4121MC065	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India
Precaution dose	07 Jun 2022	COVISHIELD	4121MC159	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India Pvt. Ltd.



“दवाई भी और कड़ाई भी।

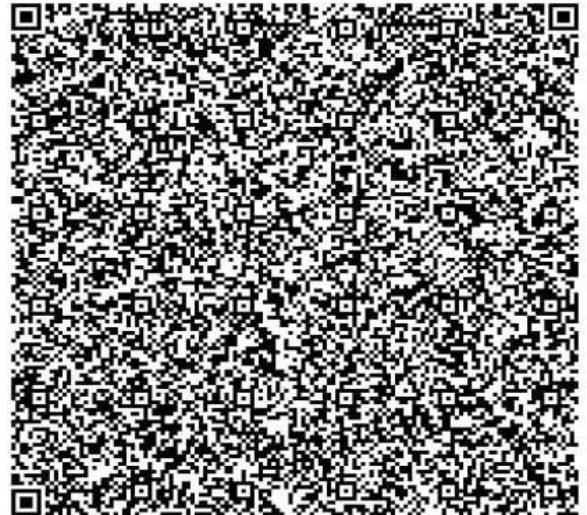
Together, India will defeat
COVID-19”

- प्रधानमंत्री नरेंद्र मोदी

In case of any adverse events, kindly contact the nearest Public Health Center/
Healthcare Worker/District Immunization Officer/State Helpline No. 1075

टीकाकरण पश्चात किसी प्रतिकूल घटना के होने पर नजदीकी स्वास्थ्य केंद्र/स्वास्थ्य कर्मी/जिला टीकाकरण
अधिकारी/राज्य हेल्प लाइन 1075 पर सम्पर्क करें

COWIN
Winning Over COVID



This certificate can be verified by scanning the QR code at
<http://verify.cowin.gov.in>





مقيم
Muqeem

المملكة العربية السعودية

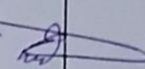
وزارة الداخلية

المديرية العامة للجوازات



تأشيرة الخروج النهائي الإلكتروني
(شهادة مغادرة)

رقم الإقامة	2306512688
اسم المغادر	MOHAMMAD TAHSEEN NOOR QUTUB ALAM
المهنة	مساعد ميكانيكي صيانة
رقم صاحب العمل	7001349278
اسم صاحب العمل	شركة المصيري للصناعات المعدنية
رقم التأشيرة	94792182
رقم الجواز	E4432734
تاريخ إصدارها	١٤٣٤/٠٧/٢٩
تاريخ انتهاء صلاحيتها	١٤٣٤/٠٩/٣٠
تاريخ إصداره	١٤٣٥/٠١/٠٥

شهادة المغادرة:
تشهد إدارة شؤون المنافذ بأن الموضح هويته أعلاه غادر عن طريق جوازات (منفذ) بتاريخ 14 / / هـ، وتعد هذه الوثيقة شهادة مغادرة رسمية.
بالتوقيع: 

إقرار باستلام كافة الحقوق الخاصة بالمقيم:
Statement of Final Settlement for Resident:
أقر بأنني استلمت كافة حقوقي المستحقة عن مدة عملي ولا أطالب صاحب العمل بأية حقوق.
I confirm that I have received all eligible rights from my employer and do not have any claims pending.
التوقيع: signature.....

ملاحظات مهمة:
1. تعتبر هذه التأشيرة وثيقة حكومية رسمية لا يجوز العبث بمحتواها أو التعديل عليها بأي أسلوب كان.
2. هذه الوثيقة يجب إعادتها إلى الكفيل أو من ينوب عنه بعد ختمها من موظف الجوازات في المنفذ باعتبارها شهادة مغادرة.
3. يجب على المقيم المغادر تسليم إقامته وإقامات جميع التابعين له إلى موظف الجوازات في المنفذ الذي سيخرج منه.
4. يعتبر إصدار هذه التأشيرة إقرار من صاحب العمل على كافة تفاصيل المخالصة الإلكترونية التي وافق عليها، وأنه سلم للمقيم كافة حقوقه وأخلى طرفه بشكل كامل.

भारत गणराज्य / REPUBLIC OF INDIA

पद / Type श्रेणी / Grade
 P IND
 उपनाम / Surname
 राष्ट्रीयता / Nationality
 भारतीय / INDIAN
 पासपोर्ट नं. / Passport No.
 Y8997013

MOHAMMAD TAHSEEN ALAM

20/01/1972 M

Year born / Place of birth

MUZAFFARPUR, BIHAR

जारी करने का स्थान / Place of Issue

PATNA

जारी करने की तिथि / Date of Issue

06/10/2023

05/10/2033

[illegible]

Parent / Parent's Address and City / Name of Father / Legal Guardian

NOOR QUTUB

4901-491 299 / Name of Mother

RABINA KHATOON

पति का पता का पता / Name of Spouse

SALEHA TABASSUM

4731 / Address

CHANDWARA, NEAR MOKARRI MASJID, MAHARAJA ROAD

PS-TOWN, MUZAFFARPUR

PIN: 842001, BIHAR, INDIA

पुस्तक प्राप्तकर्ता का नाम और पता पुस्तक प्राप्त करने वाले को भेजना / Old Passport No. with Date and Place of Issue

L89994665 29/04/2014 PATNA

पार्क नं. / File No.

PA1078571574623

