

Curriculum – Vitae



PARWEZ ALAM

CONTACT NO. +966- 0572813640 +91-7209649751 / 9955496133

EMAIL ID – parwez13@gmail.com

SUB: APPLICATION FOR THE POST OF:

“STORE KEEPER”

CAREER OBJECTIVE

Be A Part Of An Organization That Recognizes My Skills And Provides Me With Suitable Environment To Perform To The Best Of My Ability.

SKILL

Good Communication Skill, Passion To Learn, Confident Professional, Responsible Capable Of Learning New Assignment Flexible For Work.

COMPUTER SKILL

Proficient in computer systems, software ERP package, internet concept and MS-office.

SAP

SYSTEM APPLICATION AND PRODUCT

SOFTWARE FOR INVENTORY CONTROLLER

- **ZMB52**
- **VL31N**
- **ME51N**
- **ME5A**
- **MM03**
- **MIGO**
- **MB51**
- **NIW21**
- **NIW34**
- **NIW38**
- **MM60**
- **/NZMB51**
- **MB90**
- **/NMB21**

PROFESSIONAL EXPERIENCE

Having more than 14 Years Experience 04 years in India experience and 07 years

*abroad experience of store keeper in spare parts warehouse in beverage field and
03 Years Experience of store keeper in construction MEP.*

PAL COMPUTER TYPING

EXPERIENCE DETAILS

TOTAL EXPERIENCE **14 YEARS TOTAL (10 YEARS MORTHAN IN GULF)**

- 1. NAME OF THE COMPANY** : **EXPERTISE CONTRACTING CO (KSA)**
POSITION : **CSD STORE KEEPER**
DURATION : **14.03.2024 TO UNTIL NOW**
- 2. NAME OF THE COMPANY** : **SAHARA BUILDING CONTR. (KSA)**
POSITION : **STORE KEEPER**
DURATION : **22.04.2019 TO 23.04.2022**
- 3. NAME OF THE COMPANY** : **ABULJADAYEL BEVERAGES INC. (KSA)**
POSITION : **SPARE PARTS STORE KEEPER**
DURATION : **28.06.2011 TO 11.10.2018**
- 4. NAME OF THE COMPANY** : **RAJ REFRIGERATION SYSTEM P. LTD.**
POSITION : **STORE KEEPER**
DURATION : **10.03.2007 TO 30.04.2011**

JOB PROFILE:

- *Input received invoices/delivery notes in the computer system to generate goods receive notes (GRN).*
- *Input issued stores issue vouchers, transfer slips, material return documents in the computer system and check daily printout of audit trail reports to detect and correct erroneous inputs in the sap system.*
- *Responsible to manage inventory control programs. Ensure that complete record of inventories is maintained.*
- *Inspect materials received against purchase order specifications, check for quality and quantity and take action if discrepancy exists.*
- *Monitor and review all stock status condition and management reports for stock and quantity mismatches last inventory dates on hand balances levels at or below reorder points, stock levels, posting authorized stock adjustments for reverse logistics damaged stock, and input error corrections.*
- *Assist the procurement department to maintain the master item records for all item numbers, including remarks of all records.*
- *He will make the necessary adjustment and changes to the Item record as it is appropriate.*

EDUCATION BACKGROUND

- **Bachelor of Arts (History Hons)—2006.**
- **Bihar Intermediate Education council Patna –2000.**
- **Bihar school examination board Patna –1998.**

TECHNICAL QUALIFICATION

➤ ***Diploma In Computer Application From Rashtriya Technical Institute,
Jamshedpur—2007.***

PAL COMPUTER TYPING

PERSONAL INFORMATION

✓ NAME : **PARWEZ ALAM**
✓ FATHER'S NAME : **MOHAMMAD ISRAIL**
✓ DATE & PLACE OF BIRTH : **10.09.1983**
✓ NATIONALITY / RELIGION : **INDIAN / ISLAM**
✓ MARITAL STATUS : **MARRIED**
✓ LANGUAGES KNOWN : **ENGLISH, ARABIC, URDU & HINDI**
ADDRESS : **LAKRI DARGAH BARHARIA**
SIWAN, BIHAR
PIN - 841438

PASSPORT DETAILS

✓ PASSPORT NO. : **S 7693998**
✓ DATE OF ISSUE : **24.06.2018**
✓ DATE OF EXPIRY : **23.06.2028**
✓ PLACE OF ISSUE : **JEDDAH**

DECLARATION

I do hereby declare that all the statement as mentioned above are true to best of my knowledge and belief.

I am very grateful for reviewing my cv and i am very grateful if you will call for interview

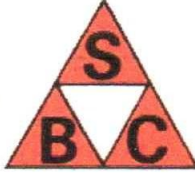
With best regards .

DATE

PLACE.....

.....

PARWEZ ALAM



Ref. No: BSC/8750/SK/2022.

Date: 23/04/2022.

To Whom So Ever It May Be Concerned

This is to certify that **Mr. Parwez Alam** has been Indian Nationality holder Passport No. S7693998 was employed company in the capacity of as a “**Store Keeper**” since 22.04.2019 to 23.04.2022 at our site in Jeddah KSA.

During the service period we found to be efficient, sincere and hardworking. He has executed his job up to his superior satisfaction. He is good moral character and conduct.

We wish him all the success in his future endeavors.

For Sahara Building Contractors.


General Manager



Date : 23/10/2018

التاريخ : 23/10/2018

Clearance and Experience Certificate

إخلاء طرف وشهادة خبرة

ABULJADAYEL BEVERAGES INC.

مصنع أبو الجدايل للمحروبات

certified the data below are clearance of service:

يشهد بأن البيانات أدناه هي إخلاء طرف للمذكور :

Name : Parwez Alam Mohammad Israil

الاسم : برويز علام محمد

Nationality : Indian

الجنسية : هندي

I.D. No : 2308961693

رقم الهوية : 2308961693

Job Title : SPARE PARTS STOREKEEPER

الوظيفة : امين مستودع قطع غيار

Clearance Reson : RESIGNATION

سبب الاخلاء : استقالة

Service Period

مدة الخدمة

From : 28/06/2011 G

من : 28/06/2011 م

To : 11/10/2018 G

إلى : 11/10/2018 م

This Certificate is issued one his request
without any responsibility on

وقد أعطي هذه الشهادة بناء على طلبه دون أدنى مسؤولية اتجاه

ABULJADAYEL BEVERAGES INC. .

مصنع أبو الجدايل للمحروبات .

مدير الموارد البشرية

H.R. MANAGER

مبارك بن محمد الغامدي

MUBARAK M. ALGHAMDI



Handwritten signature or mark.



BLUE STAR LIMITED

AIR CONDITIONING SYSTEMS DEALER



RAJ REFRIGERATION SYSTEM PVT. LTD.

28, Ambagan, Sakchi, Sakchi
Jamshedpur, Jharkhand - 831 001
Tel.Fax : 0657 - 2426623, 0657 - 6547851

Ref. No. **GECPL/SK-014/2011**

Date: **30/04/2011**

TO WHOMSOEVER IT MAY CONCERN

We here to certify that **Mr. PARWEZ ALAM** is working with us as a "**STORE KEEPER**" in our concern from 10.03.2007 to 30.04.2011

During this period we observed him quite satisfactory on his particular type of work.

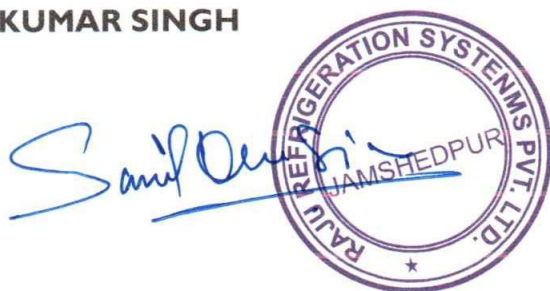
We found him honest, diligent and sincere employee.

We issue this certificate on his own request.

We wish him every success in his future career.

For **RAJ REFRIGERATION SYSTEMS PVT. LTD.**

SUNIL KUMAR SINGH



Ranchi Office: B-103, Padmavati Darshan,
Nehru Road, Ranchi, (Jh) - 853 026
Tel.: 2432557 (7 Lines) ■ Fax: 24386234

Nasik Branch: 1, Herambh Residency,
Canada Corner, Nasik - 422 002.
Tel.: 0253-3291103 ■ Telfax: 0253-2577140



Sl. No.: 5189

CERTIFICATE

On Training completion

Registration No.: C001/A-5429/06

RTI

RASHTRIYA TECHNICAL INSTITUTE

(Registered Under Public Trust Act. Govt. Reg. No.- 2636)

This Certificate is conferred to

Mr. / Ms. **PARWEZ ALAM**

S/o. / D/o. **MD. ISRAIL**

On successful completion of the course

DIPLOMA IN COMPUTER APPLICATION (DCA)

Duration

6(SIX) MONTHS

Course/ Trade Commenced from

10TH AUGUST 2006

With grade

A

13TH FEBRUARY 2007

JAMSHEDPUR

Date of Issue

Place of Issue

Controller of Examinations

Grade
A = Above 80%
B = 60 to 79%
C = 40 to 59%
D = Less than 40%

REGD. OFFICE: Near Gandhi Maidan, Azadanagar, Mango, Jamshedpur, Jharkhand, 832110

JAI PRAKASH VISHWAVIDYALAYA (UNIVERSITY), CHAPRA

(EXAMINATION DEPARTMENT)

ORIGINAL
A/III/33964/06

The following are the marks obtained by **PARWEZ ALAM**
of **Z. A. Islamia College, Siwan** at the Bachelor of Arts (**HISTORY Hons.**) **Part III** Examination 2006 held in the Month of Dec 2006

Roll No: 22686

Registration No: 255114/2001

Language Composition										Subsidiary Subject										Language Composition										Subsidiary Subject										Part - I & II										Part - II										Part - III										General Studies										Minimum Marks For																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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Rs. 50/-

Date: 05 Apr 2007

Asstt. Incharge.

Tabulator(s)

Controller of Examinations

BIHAR INTERMEDIATE EDUCATION COUNCIL PATNA



PROVISIONAL CERTIFICATE

Certified that PARWEZ ALAM
Son/daughter of MD ISRAIL
Roll Code 4211 No 30061 Enlistment No R0180 - 98
of College MISHRI SADA COLLEGE, MAIRWA, SIWAN
passed the Intermediate Examination in ARTS of 2000
held in the month of APRIL 2000 and has been placed in
FIRST Division.

Subjects Offered

- | | |
|------------------------------------|---------------------------------------|
| 1. <u>R.B.NON HINDI/M.B.URDU</u> | 4. <u>LABOUR & SOCIAL WELFARE</u> |
| 2. <u>ENGLISH</u> | 5. <u>HISTORY</u> |
| 3. <u>ECONOMICS</u> | 6. <u>POLITICAL SCIENCE (ADDL.)</u> |
| 7. <u>PROFESSIONAL SOCIAL WORK</u> | |

Dated 28th July, 2000

Patna - 800 001

Indrajyoti
Secretary

SL.No. 197830

BIHAR INTERMEDIATE EDUCATION COUNCIL PATNA



MIGRATION CERTIFICATE

This council has no objection to the admission of
PARWEZ ALAM Son / Daughter / ~~Wife~~ of
Shri. MD ISRAIL for his / her further
Studies in any Institution or University. His / her Enlistment
Number is R0180 - 98 of the year 2000

Indrajyoti
Secretary

सं०/ 98A-C - 240108

पंजीयन संख्या

0921/019/03928/97

विद्यालय परीक्षा समिति



प्रमाणित किया जाता है कि

पिता श्री **MD ISRAIL**

रौल संख्या **0187**

जन्म तिथि

10 SEPTEMBER, 1983

रौल कोड

10 SEPTEMBER, 1983

ईस्वी ने बिहार

विद्यालय परीक्षा समिति द्वारा आयोजित वर्ष **1998** की वार्षिक माध्यमिक

परीक्षा **G M H/S BARNHARIA**

से **SECOND**

श्रेणी में उत्तीर्णता

प्राप्त की है, जिसके उपलक्ष्य में उन्हें यह प्रमाण-पत्र प्रदान किया जाता है।

पटना, तिथि

31 DECEMBER, 1998.

09-014162

सचिव

विशिष्ट सेवा / MISCELLANEOUS SERVICE

Don / mrsy sflwqrm m m / Name of Father / Legal Guardian

MOHAMMAD ISRAIL

माता का नाम / Name of Mother

RAHEMAN NESA
রাহমান নেসা / Name of Spouse

GULSHAN AARA

view / Address

AKARIDARGAH BARHARIA SIWAN

BIHAR 841438

1. The name and title of the person / Old Passport No. with Date and Place of Issue

HD671929

04/09/2008

PATNA

SAUJ57435318

OLD PPT CLD AND RETURNED

OLD PPT CLD AND RETURNED

in 1995-96 234 421. This passport contains 33 pages.



15 APR 2019

विश्व गुरुकुल गणराज्य

Passport No.

S 7693998

estř / Typo

P

A: I AM

दिता गया / Given Name(s)

PARWEZ

gender / Nationality

भारतीय / INDIAN

07-9866 / Place of Birth

SIWAN

અર્થ માર્ગે આ રજીત / Place of Issue

JEDDAH

पत्रांक	पत्रांक की तिथि / Date of Issue	पत्रांक की तिथि / Date of Expiry
1	1/1/2018	31/12/2018
2	1/1/2019	31/12/2019
3	1/1/2020	31/12/2020
4	1/1/2021	31/12/2021
5	1/1/2022	31/12/2022
6	1/1/2023	31/12/2023
7	1/1/2024	31/12/2024
8	1/1/2025	31/12/2025
9	1/1/2026	31/12/2026
10	1/1/2027	31/12/2027
11	1/1/2028	31/12/2028
12	1/1/2029	31/12/2029
13	1/1/2030	31/12/2030
14	1/1/2031	31/12/2031
15	1/1/2032	31/12/2032
16	1/1/2033	31/12/2033
17	1/1/2034	31/12/2034
18	1/1/2035	31/12/2035
19	1/1/2036	31/12/2036
20	1/1/2037	31/12/2037
21	1/1/2038	31/12/2038
22	1/1/2039	31/12/2039
23	1/1/2040	31/12/2040
24	1/1/2041	31/12/2041
25	1/1/2042	31/12/2042
26	1/1/2043	31/12/2043
27	1/1/2044	31/12/2044
28	1/1/2045	31/12/2045
29	1/1/2046	31/12/2046
30	1/1/2047	31/12/2047
31	1/1/2048	31/12/2048
32	1/1/2049	31/12/2049
33	1/1/2050	31/12/2050
34	1/1/2051	31/12/2051
35	1/1/2052	31/12/2052
36	1/1/2053	31/12/2053
37	1/1/2054	31/12/2054
38	1/1/2055	31/12/2055
39	1/1/2056	31/12/2056
40	1/1/2057	31/12/2057
41	1/1/2058	31/12/2058
42	1/1/2059	31/12/2059
43	1/1/2060	31/12/2060
44	1/1/2061	31/12/2061
45	1/1/2062	31/12/2062
46	1/1/2063	31/12/2063
47	1/1/2064	31/12/2064
48	1/1/2065	31/12/2065
49	1/1/2066	31/12/2066
50	1/1/2067	31/12/2067
51	1/1/2068	31/12/2068
52	1/1/2069	31/12/2069
53	1/1/2070	31/12/2070
54	1/1/2071	31/12/2071
55	1/1/2072	31/12/2072
56	1/1/2073	31/12/2073
57	1/1/2074	31/12/2074
58	1/1/2075	31/12/2075
59	1/1/2076	31/12/2076
60	1/1/2077	31/12/2077
61	1/1/2078	31/12/2078
62	1/1/2079	31/12/2079
63	1/1/2080	31/12/2080
64	1/1/2081	31/12/2081
65	1/1/2082	31/12/2082
66	1/1/2083	31/12/2083
67	1/1/2084	31/12/2084
68	1/1/2085	31/12/2085
69	1/1/2086	31/12/2086
70	1/1/2087	31/12/2087
71	1/1/2088	31/12/2088
72	1/1/2089	31/12/2089
73	1/1/2090	31/12/2090
74	1/1/2091	31/12/2091
75	1/1/2092	31/12/2092
76	1/1/2093	31/12/2093
77	1/1/2094	31/12/2094
78	1/1/2095	31/12/2095
79	1/1/2096	31/12/2096
80	1/1/2097	31/12/2097
81	1/1/2098	31/12/2098
82	1/1/2099	31/12/2099
83	1/1/2100	31/12/2100
84	1/1/2101	31/12/2101
85	1/1/2102	31/12/2102
86	1/1/2103	31/12/2103
87	1/1/2104	31/12/2104
88	1/1/2105	31/12/2105
89	1/1/2106	31/12/2106
90	1/1/2107	31/

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23/06/2028

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