

Resume of

Mohd. Gauhar Alam

Mobile No. + 966 557003974 **+91-8976187542**

E-mail: gauharalam1437@gmail.com

Career Objective

I would like to take an opportunity to apply in your esteemed organization with share of my knowledge enthusiasm, determination, devotion and academic qualification for the post, which is lying vacant under your kind control. I am looking for kind of jobs that will offer me challenge and further enhance my skills.

Working Experience

Company Name: "Three Bess Hotel Company Limited Saudi Arabia Jeddah"

Designation : "Senior Store Keeper"

Duration : Aug 2022 to Feb 2024

Roles & Responsibilities:

- Preparing routine transfer materials.
- Follow up on the order.
- Follow up the distribution and record the data, check the price tag on a daily basis.
- Check the production and expiry date on a daily basis, create and maintain the report on a daily basis.
- Receiving material from supplier
- Coordinate with the purchasing team.
- Handling request Transfer order [material] To the branches on a daily basis.
- Maintain inventory monthly basis.
- Making records for stock, delivery, receiving, returning.
- Maintain freshness report [expiry items].
- Maintain the backup.
- Coordination with driver.

Company Name: "Zahran Maintenance Company Limited".

(A Projects of P.S.M.M.C. – Prince Sultan Military Medical City, Saudi Arabia Riyadh)

Designation : "Senior Store Keeper"

Duration : Sep 2014 to July -2022

Roles & Responsibilities:

- Material Receiving. and issue.
- Receiving material from supplier
- Handling damage stock by making GRWH (Goods Return to Warehouse)
- Computer operator and forklift Drive.
- Making a Good Relationship with supervisor
- Preparing routine transfer materials.
- Follow up on the order.
- Follow up the distribution and record the data, check the price tag on a daily basis.
- Maintain inventory monthly basis.

Company Nam: "Morpheus Supply Chain Solutions Pvt. Ltd." (A Leading International freight forwarding company)

Designation : "Accounts Executive"

Duration : Jan 2012 to Dec-2013.

Roles & Responsibilities:

- Handling the day-to-day Accounts independently.
- Handling Bank Formalities, Voucher Entries, Ledger Posting.
- Handling TDS, Sales Tax, Service Tax, Vat (Haryana & Delhi).
- Handling Foreign Remittance & Making BRC.
- Handling of Receivable & Payable of Clients.
- Handling Export & Import Documents.

Company Name : "Vidkris Retail Stores (P) Ltd.

Designation : "Sales assistant"

Duration : Aug 2008 to Dec 2011.

Roles & Responsibilities:

- Making indent on basis (M.B.Q. – Maximum Business Quantity)
- Material Receiving.
- Making GRN – Goods receiving note.
- Handling Customer Problem
- Achieving the sales Target
- Making a Good Relationship with customer.

Area of Strength Includes: -

- Ability to work pressure & perform the task on time with desire quality.
- Good communication skill.
- Leadership quality.
- Negotiation skill.
- Innovative & creative.
- Good in team working and managing & building teams.

Academic Background

- | | |
|---------------------------------------------------|------|
| • B.COM Ranchi University (Jharkhand) | 2012 |
| • 12 th , J.I.E.C. (Ranchi), Jharkhand | 2009 |
| • 10 th , J.S.E.B (Ranchi), Jharkhand | 2007 |

Computer Skills

Proficient user of Microsoft Office, TALLY ERP 9

Proficient user of Microsoft Office, TALLY 7.2

Operating System: Window 8, window10, Window11.

Working on Oracle application, Internet, etc.

Personal Details

Father's Name	:	Mohammad Islamuddin Ansari
Date of Birth	:	12 th Jan-1992
Sex	:	Male
Marital Status	:	Marriage
Hobbies	:	Listen Music & Cricket
Nationality	:	India
Languages Known	:	English & Arabi & Urdu

Thanks

Date

Place

Gauhar Alam



Z A H R A N
OPERATIONS & MAINTENANCE

ZAHARAN OPERATION & MAINTENANCE

TO WHOM IT MAY CONCERN

*This is to certify that **MR.GAUHAR ALAM** Bears **File # 278840** is an employ in the Zahran Maintenance Store at P.S.M.M.C Riyadh since September 2014 up to now.*

During this period we have noticed that this character is an obedient hard working and skillful person. As a Store Keeper He has additional skill of fair Knowledge about the materials Inventory and operating computer.

He is knowledgeable efficient an honest and skillful person.

I wish him all success.

Engr. Abdul Mohsin

Hospital Engineer

Head of the maintenance store

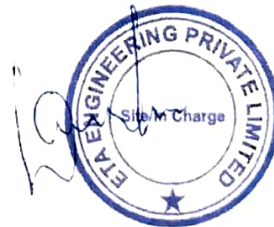
Date: 10.07.2014

Services Certificate

This is to certify that **Mr. MOHAMMAD GAUHAR ALAM** has been working with us in our organization in the position of "**BILLING CLERK**" since 14.06.2012 to 10.07.2014.

During the tenure he was found, sincere punctual and hard working man. His work was very satisfactory. He was capable to handle the work. To the best of our knowledge and belief he bears a good moral character.

We wish him all the success for his future life.



THREE BEES ثري بيرز

20-02-2024

(شهادة خدمة وإخلاء طرف) (SERVICE & CLEARANCE CERTIFICATE)

Name: Mohammad Gauhar Alam

No.: 60902

Position: Storekeeper

Service:

24-07-2022 to 13-02-2024

National ID:

2376706939

Nationality: India

الاسم: محمد غفور علم

الرقم الوظيفي: 60902

الوظيفة: أمين المخزن

مدة الخدمة:

رقم الهوية:

الجنسية: الهند

3Bees Company.. certifies that he/she was working for the company. تشهد شركة النحلث الغندقية المحدودة، بأنه كان يعمل لديها.

This certificate is issued to the above-mentioned employee according to item No. (64) from the Saudi Labor Law. The Company has released him and wishes him success and best of luck. This certificate was issued according to his request. وقد منح هذه الشهادة بناءً على المادة (64) من نظام العمل والعمال السعودي. وقد أخلى طرفه من قبلنا متمنين له التوفيق والنجاح، كما أعطيت له هذه الشهادة بناءً على طلبه.

Any addition or correction will void this certificate.

أي كشط أو تعديل في هذه الشهادة يلغونها.

THREE BEES
Co., Ltd.
HR Department
C.R. 1000 Human Resources Manager



Princess Nourah bint
Abdulrahman University

زهران
للتشغيل والصيانة



ZAHARAN
OPERATIONS & MAINTENANCE

Certificate of Appreciation

I hereby express my sincere appreciation to

Mohammad Gauhar Alam

in recognition of your ongoing contribution and continued work as
a valuable member from the family of the

LOW CURRENT SYSTEMS DEPARTMENT

at Princess Noura University

We value what you have done and countinue to do

THANK YOU

Project Director

Dr. Nouman Al Duais

Department Head

Eng. Mohamed El Sayed

पंजीयन संख्या
Registration No.

0312-007-14533-06

अनुक्रमांक
Sl. No. 07 JAC

झारखण्ड अधिविद्य परिषद् Jharkhand Academic Council राँची RANCHI



प्रमाणित किया जाता है कि

MD GAUHAR ALAM

पिता श्री

MD ISLAMUDDIN ANSARI

रोल कोड

3127

क्रमांक

0388

जन्मतिथि

12 JANUARY 1992

ई०, ने

झारखण्ड अधिविद्य परिषद् द्वारा आयोजित वर्ष 2007 की

वार्षिक माध्यमिक परीक्षा

BAXI HIGH SCHOOL HUSSAINABAD

से

FIRST

श्रेणी में उत्तीर्ण की है।

This is to certify that

MD GAUHAR ALAM

Son/daughter of Shree

MD ISLAMUDDIN ANSARI

Roll Code

3127

Roll. No.

0388

Date of

Birth

12 JANUARY 1992

passed the Annual Secondary

Examination, 2007 conducted by the Jharkhand

Academic Council, from

BAXI HIGH SCHOOL HUSSAINABAD

and was placed in

FIRST

Division.

155653

राँची
RANCHI

तिथि

Date : 2nd September, 2007

सचिव
Secretary

पंजीयन संख्या
Registration No.

RC-0082-07

अनुक्रमिक
Sl. No. 09 JAC

झारखण्ड अधिविद्य परिषद् Jharkhand Academic Council राँची RANCHI



प्रमाणित किया जाता है कि

MD GAUHAR ALAM

माता श्रीमती

SHANAZ BIBI

एवं पिता

श्री

MD ISLAMUDDIN ANSARI

रोल कोड

9311

क्रमांक

20121

ने झारखण्ड अधिविद्य परिषद् द्वारा

आयोजित 2009 की वार्षिक इन्टरमीडिएट

COMMERCE

परीक्षा

SHAHEED BHAGAT SINGH COLLEGE JAPLA

से

SECOND

श्रेणी में उत्तीर्ण की है।

This is to certify that

MD GAUHAR ALAM

Son/daughter of Smt.

SHANAZ BIBI

& Shree

MD ISLAMUDDIN ANSARI

Roll Code

9311

Roll. No.

20121

Annual Intermediate of

COMMERCE

*passed the
Examination,*

2009 conducted by the Jharkhand Academic Council

from

SHAHEED BHAGAT SINGH COLLEGE JAPLA

and

was placed in

SECOND

Division.

राँची

214788

RANCHI

तिथि

Date : 2nd September, 2009

Wisma

सचिव
Secretary



INSPIRED BY LIFE

Sikkim Manipal University

5th Mile, Tadong, Gangtok - 737 102, INDIA



CONSOLIDATED STATEMENT OF MARKS



Bachelor of Computer Application (BCA) Examinations held during Aug 2005 and Aug 2012

Name: MD GAUHAR ALAM



Registration Number : 520563826

18.09.2012

SEM	PAPER	UE MARKS		IA MARKS		TOTAL MARKS		SEM TOTAL		GRADE
		MAX	SCORED	MAX	SCORED	MAX	SCORED	MAX	SCORED	
I	BC0001	140	60	60	59	200	119	800	508	B
	BC0002	140	53	60	58	200	111			
	BC0003	140	71	60	57	200	128			
	BC0004	70	54	30	30	100	84			
	BC0005	70	36	30	30	100	66			
II	BC0006	70	42	30	26	100	68	800	486	B
	BC0007	70	27	30	21	100	48			
	BC0008	140	81	60	53	200	134			
	BC0009	140	52	60	49	200	101			
	BC0010	140	83	60	52	200	135			
III	BC0011	140	115	60	56	200	171	800	551	B
	BC1213	140	83	60	56	200	139			
	BC0014	140	84	60	58	200	142			
	BC0015	140	57	60	42	200	99			
IV	BC0016	140	82	60	53	200	135	800	558	B
	BC0017	140	77	60	51	200	128			
	BC0018	70	52	30	28	100	80			
	BC0019	70	48	30	26	100	74			
	BC0020	140	86	60	55	200	141			
V	BC0021	140	65	60	46	200	111	800	516	B
	BC0022	140	91	60	57	200	148			
	BC0023	70	32	30	23	100	55			
	BC0024	70	30	30	22	100	52			
	BC0025	140	95	60	55	200	150			
VI	BC0026	70	30	30	22	100	52	800	590	A
	BC0028	70	49	30	25	100	74			
	BC0027	140	112	60	55	200	167			
	BC0029	70	30	30	22	100	52			
	BC0030	70	44	30	27	100	71			
	BC0031	NA	NA	200	174	200	174			
Grand Total and Grade								4800	3209	B
Grand Total in Words : THREE THOUSAND TWO HUNDRED NINE ONLY										

GRADING

A	EXCELLENT	+ 70%
B	VERY GOOD	+ 60%
C	GOOD	+ 50%
D	SATISFACTORY	+ 40%
E	FAILURE	
NA	NOT APPLICABLE	
EX	EXEMPTED	

Note : Subject details are printed on the reverse

24227120825266

62836C44



Assistant Registrar (S.E)

P<INDALAM<<MOHAMMAD<GAUHAR<<<<<<<<<<<<<<<<<<
W0305081<1IND9201121M32121941074833919722<84

पिता कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

MOHAMMAD ISLAMUDDIN ANSARI

माता का नाम / Name of Mother

SHAHNAZ KHATOON

पति या पत्नी का नाम / Name of Spouse

RESHMA PARWEEN

पता / Address

MILLAT NAGAR

AURANGABAD POST, AURANGABAD

PIN: 824101, BIHAR, INDIA

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

J8333523

21/01/2013

RANCHI

फाइल नं. / File No.

SB1074833919722



W0305081

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

هوية مقيم

RESIDENT IDENTITY

MOHAMMAD GAUHAR ALAM

محمد جهار عالم



2376706939

الرقم ٢٣٧٦٧.٦٩٣٩ نسخة ٣

مكار الإصدار الخدمات الالكترونية

الانتهاء ١٤٤٤/٠٢/١٦ الميلاد ١٩٩٢/٠١/١٢

المهنة فني ميكانيك / صيانة عامة

المجسبة الهند الديانة الاسلام

صاحب العمل شركة النطال الثلاثة الفلسطينية شركة

شخص واحد

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

هوية مقيم

RESIDENT IDENTITY

MOHAMMAD GAUHAR ALAM

محمد جهار عالم

الرقم ٢٣٧٦٧.٦٩٣٩ نسخة ٢

مكار الإصدار الرياض

الانتهاء ١٤٤٢/٠٣/١٢ الميلاد ١٩٩٢/٠١/١٢

المهنة فني ميكانيك / صيانة عامة

المجسبة الهند الديانة الاسلام

إحصاء العمل ١٢٨٥٤٨٣٣٣

صاحب العمل شركة الجودة للمقاولات المحدودة



2376706939