
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



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.

A handwritten signature in blue ink, appearing to be "A. Mohsin". The signature is fluid and cursive, with a large initial "A" and "M".

Engr. Abdul Mohsin

Hospital Engineer

Head of the maintenance store

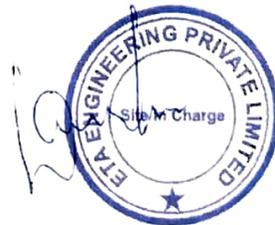
Date: 10.07.2014

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 الثلاثة الفندقية 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 بناء على المادة (64) من نظام العمل والعمال السعودي. وقد أخطى طرفه من قبلنا متمنين له التوفيق والنجاح , كما أعطيت له هذه الشهادة بناء على طلبه.

Any addition or correction will void this certificate.

أي كسب أو تعديل في هذه الشهادة يلغونها.

THREE BEES
Co. Ltd.
HR Department
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 continue to do

THANK YOU

Project Director

ع

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

अनुक्रमांक
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

Signature

सचिव
Secretary

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 न. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

J8333523

21/01/2013

RANCHI

फाईल न. / File No.

SB1074833919722



W0305081

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

هوية مقيم

RESIDENT IDENTITY

MOHAMMAD GAUHAR ALAM

محمد جهار عالم



الرقم ٢٣٧٦٧٠٦٩٣٩ نسخة ٣

مكار الإصدار الخدمات الالكترونية

الإنهاء ١٤٤٤/٠٢/١٦ الميلاد ١٩٩٢/٠١/١٣

المهنة فني ميكانيك / صيانة عامة

المدينة الهند الدبابة الاصلاح

صاحب العمل شركة النملات الثلاثة الفلسطينية شركة

شخص واحد



2376706939

KINGDOM OF SAUDI ARABIA
MINISTRY OF INTERIOR

هوية مقيم

RESIDENT IDENTITY

MOHAMMAD GAUHAR ALAM

محمد جهار عالم

الرقم ٢٣٧٦٧٠٦٩٣٩ نسخة ٢

مكار الإصدار الرياض

الإنهاء ١٤٤٢/٠٣/١٣ الميلاد ١٩٩٢/٠١/١٣

المهنة فني ميكانيك / صيانة عامة

المدينة الهند الدبابة الاصلاح

إحصاء العمل ١٢٨٥٤٨٣٣٣

صاحب العمل شركة الجودة للمقاولات المحدود



2376706939