

CURRICULUM VITAE

MOHAMMAD ASLAM



: D-98, Street No-4, South Anarkali,
Delhi- 110051.



: 8527360768



: mohda7286@gmail.com



To achieve a challenging position in an esteemed organization where I can achieve the heights of Success with the organization. I believe that I would be the most effective in an organization that trusts me with responsibility and provides an opportunity to learn and grow.



WORK EXPERIENCE

- Worked as Field Executive with Iran Culture House at 18 Tilak Marg, New Delhi.
- Worked as Store Keeper with R.D. Interiors, at Sant Nagar, East of Kailash, New Delhi.
- Worked as Supervisor cum Safety Officer with Samyagya Engineers Pvt. Ltd., at Nehru Enclave, East Kalkaji Extension, New Delhi.
- Currently Working as Assistant of Manager at Head Office of National Small Industries Corporation Ltd., (NSIC), NSIC Bhawan, Okhla Industrial Estate, Phase-III, New Delhi.

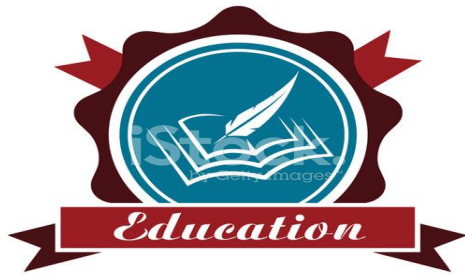
DESIGNATION	TENURE
▪ Field Executive	▪ 3 rd March 2001 to 27 th December 2004
▪ Store Keeper	▪ 13 th March 2004 to 10 th January 2009
▪ Supervisor cum Safety Officer	▪ 13 th September 2009 to 17 th July 2014
▪ Assistant of Manager	▪ 4 th August 2014 – Still Working

jobprofile.

- Dealt with Banking work organization as well as Exchanging of Currency and the Post Domestic, International and collection of amount from other companies.
- Assigned work of purchasing of Stationery Material, Miscellaneous items like Crockery, Electrical items, General use items, housekeeping items and printing stationery items. Keeping details records of consumption of items issued to Section/Department/Individual/keeping inventory details preparing consumption pattern for further purchase.
- Assigned work of carry out the functions of inspects the site to ensure it is Hazard-free environment, verifies that all tools and equipment are adequate and safe for use, watches out for the safety of all workers and works to protect them from entering Hazardous situations etc.
- Currently working in Head Office of NSIC (National Small Industries Corporation Ltd.) A Government of India Enterprise in the Division of **Government Purchase & Tender Marketing** under the Manager.

The work allocation are as under:-

- Examine all the Proposals received from Branch Office regarding SPRS for approval of Monetary Limit.
- Examine unit's files documents and intimate shortfalls of their documents Proposals received from the Branch offices regarding SPRS.
- Dispatch approvals all SPRS files/IOM/letters to Branches.
- Maintain all records of closed & new SPRS files of Tender Marketing Division/SPRS Division.
- Dispatch SPRS Enlistment Certificate and Store Details as requirement of Branch Offices, pasting Hologram on SPRS Certificates and maintain records in manually and Computerized of the dispatched Certificates and Hologram.
- Follow up with the field offices as and when required.
- Maintain all official paper/files/documents of SPRS and Tender Marketing.
- Scanning/E-mail/Fax/Xerox for SPRS Division/Tender Marketing Division and attend the Branch Offices Calls.
- Put up the Notes and IOM and convey approval to the Branch Office and maintain all approved Noting and IOM records.
- All typing work in English and Hindi.
- Maintain online SPRS Approval after approved files by Head Office to the Branch Offices.
- Any other work assigned by...
CGM (SPRS/TM)/ Mgr. (SPRS/TM)/ DM (SPRS/TM)/ from time to time.



- Bachelor in Arts, from Delhi University New Delhi.
- Senior Secondary School from C.B.S.E Board New Delhi.
- Higher Secondary School from C.B.S.E Board New Delhi.



- Microsoft Office Word.
- Microsoft Office Excel.
- Microsoft Office Power Point.
- Microsoft Office Access.
- Microsoft Office Outlook.
- Microsoft Office One Note.
- Internet.
- E-mail.
- Fax.

Venue:- Aptech Computer Education, 81 Defence Enclave, Main Vikas Marg Opp. Preet Vihar Petrol Pump, Delhi-110092.



Personal Information

Name	➤ Mohammad Aslam
Father's Name	➤ Mr. Manzoor-ul-Hasan
Date of Birth	➤ 8 th March Nineteen Seventy Seven
Sex	➤ Male
Language Known	➤ English, Hindi, Urdu & Arabic
Marital Status	➤ Married
Nationality	➤ Indian
Hobbies	➤ Reading (Books, News Paper & Magazine) Travelling, Climbing, Tennis, Cricket.
Passport No.	➤ P6449556
Passport Issue Date	➤ 23.02.2017
Passport Validity	➤ 22.02.2027

I hereby declare that the Particulars furnished above are true, correct and complete to the best of my knowledge and belief and I bear the responsibility for the correctness of the above mentioned Particulars.

{MOHD.ASLAM}

Place: Delhi

Date.....