

Curriculum Vitae

MD SAJJAD ALAM

S/O- MD MUSTAQEEM

At+Post:- Ababakarpur, Chehrakala

Dist-Vaishali, Bihar 844112(India)

Mobile: +919798117313, 9934575799

Email mdsajjadalam581@gmail.com



Career Objective:-

To serve the organization with my all professional skills.

Educational Qualification:-

- ✓ Completed B.Com From BRA. Bihar University Muzaffarpur In 2019
- ✓ Passed Intermediate of Commerce From B.S.E.B Patna In 2014
- ✓ Passed Matriculation From B.S.E.B Patna In 2012

Professional Qualification:-

- ✓ Attended Skill Development Training Program In DDU-GKY From VISPL Hajipur With BPO Voice
- ✓ Attended Skill India Certification Program From PMKK Begusarai With ISP(In Store Promoter)

Computer skills:-

Completed DFA a course of nine months from Tally Point Mahua Vaishali. (MS Office, Internet And Tally etc)

Work Experience :-

- Name Of Organization:- Vision India Services Pvt. Ltd.
- Location:- Begusarai
- Profile:- Admin Executive
- Function:- Project & Facility Management
- Work Period:- 09 May 2017 To 31 May 2020.(Three Years)

I have served the organization with full dedication and faithfulness. Here's my Daily and Monthly activities,

- Maintaining of centre Imprest and controlling of daily expense and other consumption i.e Electricity, pantry stationary etc.
- Daily MIS Report submission (Office expenses, cleaning, maintenance, Trainee and staff Attendance)
- Taking report of Housekeeping, Pantry Staff, Office Boy and Security Guard.
- Cleaning, Hygiene, Maintenance, Inventory and stock keeping of center.
- Center Cost optimization and over all facility Management.
- Marketing, Branding and Infrastructure Management.
- Team coordination, Staff Welfare and Support to Center Manager.
- Monthly Report submission (Center Assets Report along with compliance, Staff Attendance, Center Imprest sheet along invoices and PMS submission)
- Some time taking class in various batches basically CCE, IT and Soft skills. It's Short-term certification course by MSDE and under the supervision of NSDC.
- I'm also performed Mobilization activities across the Begusarai. Mobilization means meeting with Students, Parents and Local Leaders and briefing about project (PMKVY) and asks them visit Training Center and take benefits of this Training program.
- Worked in Skill Saathi project under the sponsorship of NSDC. It's awesome initiative of MSDE. Skill Saathi mean informing people about Government initiatives basically Skill Development i.e. PMKVY, DDU-GKY, Udaan, Jeevika etc. who are unemployed and looking for opportunity.

Rewards & Recognition:-

Got two times Star Of The Month for best performance and dedication for my job roles within one year.(Apr & Nov)

Strengths:- Honesty and Hard working

Hobbies:-Socialization - Community work, humanitarian activities, volunteer work and listening musics.

Key Skills:-

- ✓ A good team player with good interpersonal skills
- ✓ Good verbal communication & written skills

- ✓ Target driven and self motivated person

Team Leading Skills:-

- ✓ Oversee all operations, paying attention to areas in need of improvement and making notes of employees who struggling
- ✓ Interact with employees, make recommendations, and ensure all workers are fully capable and understand their duties and succeed.
- ✓ Monitor progress of special projects ensuring work is completed correctly and on schedule.
- ✓ Design and lead training programs so all team members are capable of succeeding in all tasks.

Personal profile:-

Father's Name :- Md Mustaqeem
Date of Birth :- 28-05-1996
Nationality :- Indian
Sex :- Male
Religion :- Islam
Marital Status :- Unmarried
Language Known :- English, Hindi, & Urdu

Declaration

I hereby declare that all the above information given are true and correct as per my knowledge and belief.

Date:

Place:

Signature