

CURRICULUM VITAE

Name : Khalid Husain Siddiqui
Rank : Ex SubedarClerk
Trade/Diploma : Inventory Management
Age: 50 Yrs
Mobile No : 8934074973
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CAREER OBJECTIVE :-

1. To prove myself to be an assets to the Organization / Firm /Company by making use of resources available by my past 30years' experience with my zeal and enthusiasm in the Indian Army.
2. After successful completion of my military active service, now I am seeking a challenging position / career in a competitive and growth oriented environment where my skills as well as knowledge along with my entire enthusiasm can be utilized in my 2nd career.
3. I want to excel in this field with hard work, perseverance, devotion and dedication.
4. I want to succeed in an environment of growth and excellence to meet personal and organization goals. Looking for an assignment where I can use my theoretical and practical knowledge to add value to the organization and to increase its credibility as an ex serviceman with honesty, punctuality, loyalty and integrity.

EDUCATIONAL QUALIFICATION:-

Qualification	Institution	Board/University	Year
12 th	Intermediate with Science (Physics, Chemistry, Mathematics, Hindi & English) from Govt Inter College (GIC), Sultanpur(UP) -228001	UP Board, Allahabad	1984
Associate Degree	Diploma in Office Operation & Certificate in Basic course in Tacties, Security and Vigilance	IGNOU, New Delhi	2011
Graduation	Army Graduation Certificate Indian Armed Forces Army Ordnance Corps	AOC Centre, Secunderabad-15	2017
Security	Security Training Certificate Indian Armed Forces Army Ordnance Corps	AOC Centre, Secunderabad-15	2017
Inventory Management	Class 1 st Trade Proficiency Certificate in Inventory Mgt Indian Armed Forces Army Ordnance Corps	AOC Centre, Secunderabad-15	2017

NSDC	Warehouse Supervisor	NSDC under Pradhan Mantri Kausal Vikas Yojana	2017
Security Officer	Certificate in Security officer from Professional Academy of Security Studies, Secunderabad-500009	Professional Academy of Security Studies, Secunderabad-500009	2017
Life Saving Certificate	Life Saving Certificate from PASS Fire Training Academy, Secunderabad-500009	PASS Fire Training Academy, Secunderabad-500009	2017

LANGUAGE, COMPUTER AND TECHNICAL SKILLS:-

Language's	English and Hindi
Technical	Office Clerical Course, Office Superintendent, Office Management, Manpower Management, Security management, 30 yrs experience of Office work&Office Head Superintendent.
Experience	Being a Junior Commissioned Officer and Official Task Manager, having a good experience in all procedures for issuing, receiving, holding, accounting, stock taking, locating and maintenance of Stores, Local Purchase of Stores ex firms at ROUs/RODs level, Central Govt Procurement at IHQ of MoD (Army) level, e-procurement/Tendering, Perform duties as Bid Oponor, TEC Member, Management of TEC, CNC/PNC with Vendors, Placement of Supply Order, DP Extension, Correspondence with Firms and correspondence with higher HQs for Report & Returns, Office Clerk duty, lower stock holding echelons, Local firms for procurement of stores, Office Operation and Management at Corps HQs, Command HQs and IHQ of MoD (Army) level. Also conduct of CNC/PNC meeting with firms and preparation of their minutes at IHQ of MoD (Army) level. An adequate Knowledge in Computer MS Office, Excel and Power Point presentation. AIMS, DIMS & RIMS Pkgs has also been run. Auto generated Issue Vouchers, Clearance of Inspection Notes, Receipted copies of Issue Voucherstec. Perform the duties of Inventory Management in Ord Depots, Central Ord Depots, Central Vehicle Depots, Divisional Ord Units, Sty Depots, Corps HQs, and Command HQs & IHQ of MoD (Army)
Administration	Directly involved in Office superintendent InventoryManagement, Supervision of manpower, administration, Planning, Transport Management and conduction of tests

TECHNICAL SKILLS / WORK EXPERIENCE :- 30Years of professional militaryService both in the active operational as well as in the peace area involvinghighmanagement of Men Power, office management incl administration as well as ability to manage and organization the various types of events/ functions programmed etc.

STRENGTH.

- Good communication Skills.
- Ability to command and control of manpower.
- Ability to satisfy customers.
- Ability to work well in a team as well as an individual.
- Ability to work in a high pressure environment.
- Patience, disciplined, confident and hardworking.
- Keen interest to take additional responsibility,
- Curiosity to learn new things.

HOBBIES

- Reading News Papers and play Volleyball

PREFERENCES.

Job Preference - Administrative Officer, Office Superintendent, Security Officer, Office Supervisor, Inventory Manager, Logistic Officer, Store Superintendent/ Manager (Store).

Place Preference - Flexible to any location (India or abroad)

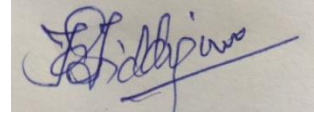
PERSONAL PROFILE

Name : **Khalid Husain Siddiqui**
Father's Name : Late Shri, Zahid Husain Siddiqui
Next of Kin : Smt Shahista Parveen Siddiqui (Wife)
Date of Birth : 05 Jul 1967
Date of Enrolment : 21 May 1987
Date of Retirement from Army : 31 May 2017
Sex : Male
Marital Status : Married
Nationality : Indian
Religion : Muslim
Mother's Tongue : Hindi
Permanent Address : Vill - Itkauli
: Post – Saifulla Ganj
: PS - Goshain Ganj

: Teh – Sultanpur Sadar
: Distt - Sultanpur
: State –Uttar Pradesh
: PIN - 228 119

DECLARATION

I hereby declare that all the information provided by me above is true to the best of my knowledge and belief.

A handwritten signature in blue ink, appearing to read 'Khalid Husain Siddiqui', is written on a light-colored rectangular background.

Date : 07 Dec 2017

(Khalid Husain Siddiqui)

