CURRICULUM-VITAE

From:
ARBAB AMAN
H-77, KULI ROAD, ZAKIR NAGAR
AZAD NAGAR, MANGO
JAMSHEDPUR (832110)
JHARKHAND (INDIA)

CONTACT NO: +91-9709127973/+91-9967509539 (M)

SKYPE ID: arbabaman

E-MAIL ID: 4arbabaman@gmail.com



ARBAB AMAN

POST APPLIED FOR: "PROCUMENT OFFICER/ADMINISTRATOR"

OBJECTIVE:

 Seeking for my first important career milestone which will enable me to match my academic learning's to a practical environment where I can acquire the skill-sets required to successfully meet my organizational goals and my personal career goals.

WORKING EXPERIENCE:

- ❖ Working with "HOUSE CONNECTION PROJECT" though "AL-YAMAMA Co." Riyadh, as a "PROCUREMENT OFFOCER CUM ADMINISTRATOR" since 02nd March 2015 to 14th Feb 2019.
- ❖ Working with "K.F.U.P.M" though "AL-YAMAMA Co." Dhahran, Saudi Arabia as a "ADMINISTRATOR CUM TECHNICIAN" since 31st January 2013 to 01st March 2015.
- ❖ Working with "BOC GASES" Jamshedpur as a "COMPUTER OPERATOR" since 10th October 2009 to 22nd December 2012.

EDUCATIONAL QUALIFICATION:

- ▶ Passed Intermediate of Science (I. SC) from J.A.C. RANCHI in the year 2006 with 2nd Division.
- Passed Matriculation Examination from J.S.E.B. RANCHI in the year 2002 with 1st Division.

TECHNICAL QUALIFICATION:

- Completed three years Diploma in Computer Science & Technology from H.M.S. POLYTECHNIC, TUMKUR (Govt. of Karnataka) during the session from 2006-2009.
- Completed TESTING TOOLS(SQT), from DUCAT, Noida, during the session 2008 Delhi (NCR).
- Completed DATABASE AND WINDOWS APPLICATION DEVLOPMENT from NIIT Delhi during session 2009.

STRENGTH:

- Responsible leader & Hardworking Personality.
- Self-motivated and capable to work in a team.
- Determination, dedication, and discipline.
- Willing to adapt the new opportunities and challenges.
- Ability to take responsibility and to fulfill the requirements with satisfactory performance to the organization.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.
- Preparing weekly / Monthly reports.
- Communicate with managers to coordinate schedules
- Prepare essential documentation, including memos, reports, and other forms of communication
- Handle human resource duties, including managing personnel databases and payroll
- Act as the organizational receptionist and receive calls and guests
- Answer and respond to organization emails and phone calls, and forward communications to appropriate parties as necessary
- Communicate regularly with staff to help procure needed items.

SKILLS:

- Oversaw completion of purchase orders from start to finish.
- Controlled all stock and inventory databases
- To create Manual Purchase Requisition and Verified by Suppliers and after that take quotation from Suppliers.
- Reviewed purchase order claims and contracts for conformance to company policy
- Prepared and processed purchase orders and documents
- Maintained complete updated purchasing data and priced in the system
- To Create Purchase Requisition(P.R) In SAP
- To Create Purchase Order(P.O) in SAP
- To Create Goods Receipt(G.R) In SAP
- To Create Vendor Supplier
- Strong IT, database and communication skills.
- Excellent interpersonal skills and a professional telephone manner.
- Utilizing a range of office software, including email, spreadsheets and databases.
- A comprehensive understanding of health and safety regulations.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.

TECHNICAL SKILL:

Operating Systems: Windows 2003, Windows XP, Window 7, Window 10.

Packages : Ms-Office 2016, Ms-Office 2013, Ms-Office 2010

Internet.

Hardware Known : Basic information about hardware Parts like Mother

Board, CPU Speed Memory, VGA Card, SMPS, Switch, Monitor,

Modem, Hard Disk formatting etc.

- Installation of Hardware Peripherals like Modem, Keyboard, Monitor, Lan Card.
- Installation and Configure of Windows 2000, Ms-Office and other Products.

PASSPORT DETAILS			
	:	Passport No. (Old):	H-9800231

Passport No. (New): **U-7105579**

Date of Issue : 11/02/2020

Date of Expiry : 10/02/2030

Place of Issue : RANCHI, JHARKHAND.

PHYSICAL STATUS: Possess a good and Sound Performance.

PERSONAL INFORMATIONS:

Name : ARBAB AMAN

Father's Name : MR. AMAN ULLAH

Date of Birth : 17TH DECEMBER 1987

Nationality : Indian
Religion : Islam
Gender : Male
Marital Status : Married.

Languages Known : English, Hindi & Urdu

Present Address : H-77, Kuli road, Zakir Nagar, P.O/P. S, Azad Nagar

Mango Jamshedpur, Jharkhand, 832110.

DECLARATION:

I do hereby declare that the above-mentioned information's are correct and complete to the best of my knowledge and belief. I believe in my patency and confidence to take any sort of responsibilities under any circumstances.

	Thanking you yours faithfully,
DATE:/	
PLACE:	(ARBAB AMAN)

AL-Yamama Company

For Trading and Contracting



مشركة اليامامة الأعمال الجارية والقاولات

EXPERIENCE CERTIFICATE:

شهادة خبرة

Date: \Ath December, 2018

التاريخ: ١٤٤٠/٠٤/١١هـ

إلى من يهمه الأمر:

TO WHOM IT MAY CONCERN:

This to certify that. ARBAB AMAN. Indian National holder of Passport No. H-9800231 is working with us as PROCUREMENT OFFICER CUM ADMINISTRATOR since 01/04/2015 to till the date. During this period of his service, we found him sincere, hard working and punctual with good conduct and character. He performed his duties perfectly.

نشهد بهذا أن السيد ارباب امان هندي الجنسية ، حامل جواز سفر رقم الجنسية ، حامل جواز سفر رقم بمهنة إداري وممثل مشتريات من تاريخ بمهنة إداري وممثل مشتريات من تاريخ السير والسلوك و يمتلك خبرة جيدة في هذه الوظيفة ويودي وظيفته بشكل ممتاز .

We wish him all success.

Thanks and regards,



نتمنی له کل النجاح و تقبلو ا تحیاتنا،،



Regional Manager

Khalid bin Hamad Al Khaldi

المناه الاسل النجارية والسطرية والسطري

Ministry of Higher Education

King Jah University of Debruteum & Minerals Maintenance Department



رزار التخام التالي و المعادق المرك فهد البغواد و المعادق الدارة الصياتة

To Whom It May Concern

This is to certify that *Mr. Arbab Aman* who has worked with our Department (Smart Classrooms) through *Al Yamama Company* as Administrative Com Technician for the period of 26 months (from February 2013 to march 2015). His Duties and Responsibilities for us as below:

- Responsible to maintain and troubleshoot hardware issues of Administrative Com Technician.
- Responsible to install software provided by University manually or remotely. (Math lab, Java for BlackBoard, c#).
- 3. Responsible to resolve local connectivity issue with domain.
- 4. Responsible to install and maintain Projectors (Nec Infocus Eiki Sony)

During his tenure, I found him sincere, reliable, trustworthy, and pleasant, open to challenges and can work in team with confidence. He is professionally sound, Hardworking and devoted staff.

He is leaving his job by his own decision and for his better future prospects.

I wish him all the best in his future endeavor.

Smart Classrooms Director

Eng. Nasr Al-Asiri nalasiri@kfupm.edu.sa Mobile#+966553048488





A division of

BOC India Limited

Main Road, Burma Mines Jamshedpur - 831 007

Telephone: 424225-26, 426046-47

: 431860 (Direct Line)

Fax

: 0657-431147

REF.NO: BOC/CO/GM/303/12

DATE: 12/04/2012

SERVICE CERTIFICATE TO WHOM IT MAY CONCERN

This is to certify that MR. ARBAB AMAN S/o. Mr. Aman Ullah has been working with us in this organization in Computer Department as a "COMPUTER OPERATOR" since 10th October 2009 to till continues in service.

During the tenure of above service he has executed his duties and responsibilities with full care, dedication and loyalty. He bears a good moral character and behavior.

This certificate has been issued on his own request for a better prospect. We have no objection if he joins elsewhere in India or Abroad.

We wish him all the success in his future life.

For: BOC INDIA LIMITD

BOC India Linit

Jamshedpur (GENERAL MANAGER) Computer Department पंजीयन संख्या R0231/02 Registration No.

SI. No. 06 JAC 000156

Sistration No. 06 JAC 00015 Sistration No. 0



प्रमाणित किया जाता है कि ARBAB AMAN पिता श्री A ULLAH रोल कोड 9102 क्रमांक 70009 ने झारखण्ड अधिविद्य परिषद द्वारा आयोजित वर्ष 2006 की वार्षिक इन्टरमीडिएट SCIENCE (पुरातन पाठ्यक्रम) परीक्षा MARWARI COLLEGE श्रेणी में उत्तीर्ण की है। से SECOND

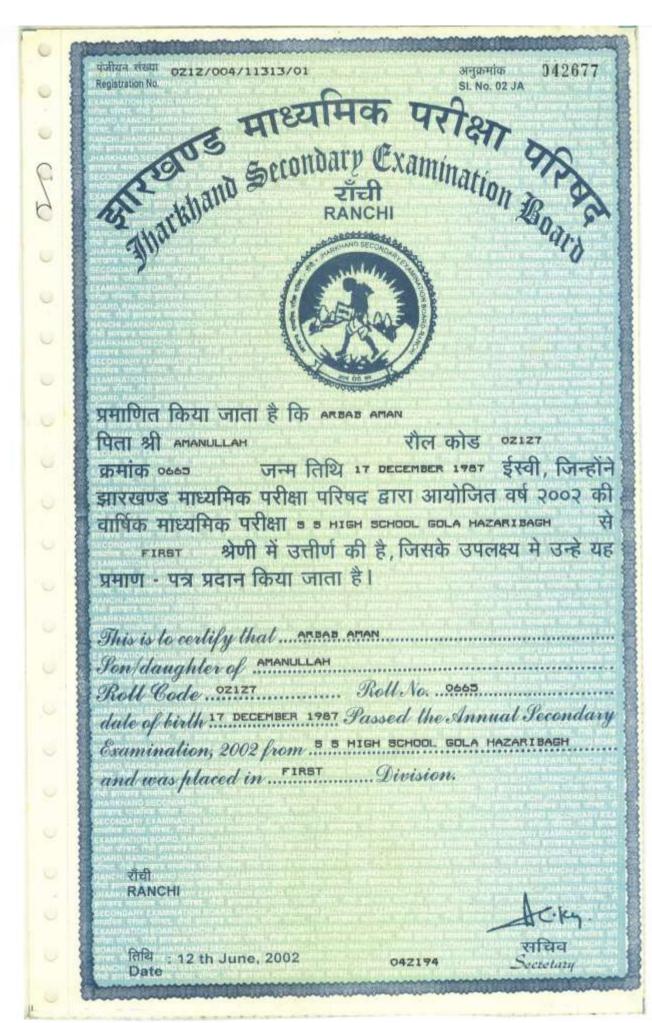
This is to certify that ARBAB AMAN Son/daughter of Shree A ULLAH Roll No. 70009 Passed the Roll Code 9102 Annual Intermediate of SCIENCE (Old Course) Examination, 2006 conducted by the Jharkhand Academic Council from MARWARI COLLEGE and was placed in SECOND Division.

राँची RANCHI

तिथि

Date: 21st February, 2007

100126



Reg. No.: 037542-06



No. D 0034898

GOVERNMENT OF KARNATAKA ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು DEPARTMENT OF TECHNICAL EDUCATION ತಾಂತ್ರಿಕ ಪರೀಣ ಮಂಡಳ / Board of Technical Examinations

Diploma Certificate

THIS IS TO CERTIFY THAT

ARBAB AMAN

HAVING PRESCRIBED COURSE UNDERGONE THE YEAR THREE STUDIES PERIOD COMPUTER SCIENCE & ENGINEERING FIRST DECLARED HAVE PASSED HAS BEEN EXAMINATION THE THE FINAL HELD 2009 JULY IN THE YEAR MONTH OF TESTIMONY WHEREOF THIS DIPLOMA CERTIFICATE COMPUTER SCIENCE & ENGINEERING PRIVILEGES USE WITH THE AWARDED

TITLE. DIP. IN COM. SC. & ENGG.

Board of Technical Examination and

Director of Technical Education

305-012

Secretary **Board of Technical Examination** Bangalore

Date of Eligibility 13TH NOVEMBER, 2009

PRINCIPAL





An ISO 9001: 2000 Company

Ducat Noida certifies that

The council of research and training,

ARBAB AMAN

has been awarded a certificate of proficiency in

TESTING TOOL(SQT)

for having successfully completed the program with

A Grade.

The program was conducted during the period 30/7/2008 6 29/9/2008

given under the seal of Ducat Noida.

Director

Program Co-ordinator





This is to Certify that

ARBAB AMAN

has attended a course titled

Database and Windows Application Development

of 186 HOUR duration given under our hand and seal on this, the Nineteenth day of May 2009 at New Delhi, India

Registration No.: R080020205029

Certificate No.: 10CCZZZZZ3755

Program Coordinator



R02 - 00202

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भारत गणराज्य REPUBLIC OF INDIA



के नाम पर, उन सभी से जिनका इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती है कि वे धारक को बिना किसी रोक-टोक के स्वतंत्र रूप से आने-जाने दें, और उसे हर तरह की ऐसी सहायता आवश्यकता हो ।

इसके ह्यारा, प्राप्त गणराज्य के राष्ट्रपति THESE ARE TO REQUEST AND REQUIRE IN THE NAME OF THE PRESIDENT OF THE REPUBLIC OF INDIA ALL THOSE WHOM IT MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, और सुरक्षा प्रदान करें जिसकी उसे EVERY ASSISTANCE AND PROTECTION OF WHICH HE OR SHE MAY STAND IN NEED

धारत गणराज्य के राष्ट्रपति के आदेश से 🛮 🖽 ORDER OF THIS PRESSIDENT

OF THE REPUBLIC OF INDIA



एस.पी. भाषा/S.P Bhanja सहायक/Assistant पासपोर्ट कार्यालय/Passport Office

राँची/Ranchi

Violitatives

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श्वीरवाजनी या मामनोर्ट पारत जारकर की सम्पति है । इस मामनोर्ट के बारे में किसी पासपीर्ट अधिकारी में इसके समय की चाँदे कोई मुख्या मिलती है। जिसमें बामपोर्ट लौटाने **की घांग भी शामिल है** sit smar give regress from une o

पर पासपोर्ट साथ हाता विश्वति भी देश से बाहर व भेजा कार्य । **पर पासपोर्ट समक्र या उसके हाता** प्रतिकृत प्रतिक के करने में ही होना महिल् । इसमें किसी भी प्रवास का मेरकहर पर विकृति of all with which

पानपोर्त पृत्र हो जाने, पोपि हो जाने अक्या कर हो जाने पर उसकी पुन्यह भारत में सबसे हिमाराम पानपोर्ट अधिवासी सो अध्या भी पानपेर्ट भागा विदेश में है के विकारण भारतीय हिमारा/बोहा और स्थापित पुलिस को स्कारत है आनी भारति । विश्वव पुत्रवास के बाद ही हुआंबंद पानपोर्ट आमें किस माहता ।

INGTAN OFFICENS RESIDENT ARROAD ARE ADVISED TO REGISTER THE SERVING AT THE REALEST INDIAN MISSIBAPPOST.

CAUTION

THE PAREPERT IS THE PROPERTY OF THE GOVERNMENT OF MINE. AND PROMUDICATION RECEIVED BY THE BOLDER FROM A PARAPERT ANTHORNY EMARDEM THIS PASSPORT, INCLUDING DEPARTS FOR THE SUBSENDER, SHOULD BE COMPLIED WITH DESCRIPTION.

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