

# 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)

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## **ARBAB AMAN**

**POST APPLIED FOR :** *“PROCUREMENT 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**” through “**AL-YAMAMA Co.**” *Riyadh*, as a “**PROCUREMENT OFFICER CUM ADMINISTRATOR**” since 02<sup>nd</sup> March 2015 to 14<sup>th</sup> Feb 2019.
- ❖ Working with “**K.F.U.P.M**” through “**AL-YAMAMA Co.**” *Dhahran, Saudi Arabia* as a “**ADMINISTRATOR CUM TECHNICIAN**” since 31<sup>st</sup> January 2013 to 01<sup>st</sup> March 2015.
- ❖ Working with “**BOC GASES**” *Jamshedpur* as a “**COMPUTER OPERATOR**” since 10<sup>th</sup> October 2009 to 22<sup>nd</sup> December 2012.

### **EDUCATIONAL QUALIFICATION:**

- Passed **Intermediate** of Science (**I. SC**) from **J.A.C. RANCHI** in the year 2006 with 2<sup>nd</sup> Division.
- Passed **Matriculation** Examination from **J.S.E.B. RANCHI** in the year 2002 with 1<sup>st</sup> 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 DEVELOPMENT** 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 : **17<sup>TH</sup> 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)**



**EXPERIENCE CERTIFICATE:**

**شهادة خبرة**

Date: ١٨<sup>th</sup> December, 2018

التاريخ: ١٤٤٠/٠٤/١١ هـ

**TO WHOM IT MAY CONCERN:**

**إلى من يهمه الأمر:**

This is 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 H-9800231 يعمل لدينا و تحت كفالتنا بمهنة إداري وممثل مشتريات من تاريخ ٢٠١٥/٠٤/٠١ الي الان وهو حسن السير والسلوك و يمتلك خبرة جيدة في هذه الوظيفة ويؤدي وظيفته بشكل ممتاز .

We wish him all success.

نتمنى له كل النجاح

**Thanks and regards,**

وتقبلوا تحياتنا،،



Regional Manager .

**Khalid bin Hamad Al Khaldi**





### 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:

1. Responsible to maintain and troubleshoot hardware issues of Administrative Com Technician.
2. 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, Hard-working 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 10<sup>th</sup> 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 Limited**  
**Jamshedpur**  
**(GENERAL MANAGER)**  
**Computer Department**

पंजीयन संख्या R0231/02  
Registration No.

अनुक्रमांक SI. No. 06 JAC 000156

झारखण्ड अधिविद्य परिषद्  
Jharkhand Academic Council  
राँची  
RANCHI



प्रमाणित किया जाता है कि ARBAB AMAN

पिता श्री A ULLAH

रोल कोड 9102 क्रमांक 70009 ने झारखण्ड अधिविद्य परिषद्

द्वारा आयोजित वर्ष 2006 की वार्षिक इन्टरमीडिएट SCIENCE

(पुरातन पाठ्यक्रम) परीक्षा MARWARI COLLEGE

से SECOND श्रेणी में उत्तीर्ण की है।

*This is to certify that* ARBAB AMAN

*Son/daughter of* Three A ULLAH

*Roll Code* 9102 *Roll No.* 70009 *Passed the*

*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

सचिव  
Secretary

पंजीयन संख्या  
Registration No. OZ12/004/11313/01

अनुक्रमांक  
Sl. No. 02 JA 042677

झारखण्ड माध्यमिक परीक्षा परिषद  
Jharkhand Secondary Examination Board  
राँची  
RANCHI



प्रमाणित किया जाता है कि ARBAB AMAN

पिता श्री AMANULLAH

रोल कोड OZ127

क्रमांक 0663

जन्म तिथि 17 DECEMBER 1987

ईस्वी, जिन्होंने

झारखण्ड माध्यमिक परीक्षा परिषद द्वारा आयोजित वर्ष 2002 की  
वार्षिक माध्यमिक परीक्षा S S HIGH SCHOOL GOLA HAZARIBAGH से

FIRST श्रेणी में उत्तीर्ण की है, जिसके उपलक्ष्य में उन्हें यह  
प्रमाण - पत्र प्रदान किया जाता है।

*This is to certify that* ..... ARBAB AMAN .....  
*Son/daughter of* ..... AMANULLAH .....  
*Roll Code* ..... OZ127 ..... *Roll No.* ..... 0663 .....  
*date of birth* ..... 17 DECEMBER 1987 *Passed the Annual Secondary*  
*Examination, 2002 from* ..... S S HIGH SCHOOL GOLA HAZARIBAGH .....  
*and was placed in* ..... FIRST ..... *Division.*

राँची  
RANCHI

तिथि : 12 th June, 2002  
Date

042194

*A.C.K.*  
सचिव  
Secretary



Reg. No.: 037542-06



No. D 0034898

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

GOVERNMENT OF KARNATAKA

ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು

DEPARTMENT OF TECHNICAL EDUCATION

ತಾಂತ್ರಿಕ ಪರೀಕ್ಷಾ ಮಂಡಳಿ / Board of Technical Examinations

## Diploma Certificate

THIS IS TO CERTIFY THAT

ARBAB AMAN

HAVING UNDERGONE THE PRESCRIBED COURSE OF  
STUDIES FOR A PERIOD OF THREE YEAR IN

COMPUTER SCIENCE & ENGINEERING

HAS BEEN DECLARED TO HAVE PASSED IN FIRST

CLASS IN THE FINAL EXAMINATION HELD IN THE

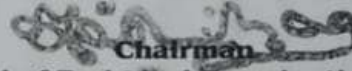
MONTH OF JULY IN THE YEAR 2009

IN TESTIMONY WHEREOF THIS DIPLOMA CERTIFICATE IN

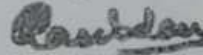
COMPUTER SCIENCE & ENGINEERING

IS AWARDED WITH THE PRIVILEGES TO USE THE

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

  
Chairman

Board of Technical Examination and  
Director of Technical Education

  
Secretary

Board of Technical Examination  
Bangalore

305-012



Date of Eligibility 13<sup>TH</sup> NOVEMBER, 2009

  
PRINCIPAL  
H.M.S. POLYTECHNIC  
TUMKUR



SID NO. 8087

*The council of research and training,  
Ducat Noida certifies that*

**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** *to* **29/9/2008**

*given under the seal of Ducat Noida.*



*[Signature]*  
Program Co-ordinator

*[Signature]*  
Director



**NIIT**

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.: 10CCZZZZ3755



Program  
Coordinator



R02 - 00202



