

CURRICULUM-VITAE

AZIZUR RAHMAN

Current Address:-

Kamla Park Bhopal

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APPLICATION FOR THE POST OF: ADMIN/ CASHIER

CAREER OBJECTIVE

Accepting a challenging and career opportunity job that suit my skills.it would be a great honor and privilege for me to work with your organization. Never scared from challenges and want to do something different. I need the best environment. Where I can learn from my seniors, to work in a challenging environment where I can enhance my abilities for the organizations.

WORKING EXPERIENCE

| Company Name | Designation | Period | About my Work |
|--|--------------------------|---|--|
| Marjan Jadeed Antique Novelties LLC, Dubai | Cashier | 30 th October 2021 to 30 Nov 2023 | Prepared daily, weekly & monthly basis reports like, Daily Company expense report, Payout report & visitor report. Handling cash control Manage Inventory Make sales report & payables repor. |
| The family clinic, Bhopal ,India | Computer Operator | 7 August 2017 to 6 December 2020 | Data entry & make invoice |
| ADHUNIK STEEL LTD, Jamshedpur, India | MECHANICAL TECHNICIAN | 13 th January 2014 to 22 nd February 2016. | Knowledge Of Maintaining Of Hydraulic System & repairing hydraulic and pneumatic equipment |

COMPUTER KNOWLEDGE

| | | | |
|---------------------------------|-----------|-----------------------------------|---------------|
| Diploma in computer Application | | Soft-Line Computer Centre, Bhopal | 2018 |
| Data Entry | MS Office | Excel | Advance Excel |

ACADEMIC QUALIFICATION

| <u>EXAM PASSED</u> | <u>BOARD/UNIVERSITY</u> | <u>YEAR OF PASSING</u> | <u>DIVISION</u> |
|--------------------|-------------------------|------------------------|-----------------|
| Matriculation | C.B.S.E.,Board | 2011 | 1ST |

TECHNICAL QUALIFICATION

| <u>EXAM PASSED</u> | <u>BOARD/UNIVERSITY</u> | <u>COLLEGE</u> | <u>YEAR OF PASSING</u> |
|-----------------------------------|---|---|------------------------|
| Diploma In MECHANICAL ENGINEERING | PUNJAB STATE BOARD OF TECHNICAL EDUCATIONAL AND INDUSTRIAL TRAINING | PUNJAB POLYTECHNIC COLLEGE, Lalru Mandi, Mohali | 2011to2014 |

PERSONAL INFORMATION

| | |
|-----------------|-----------------------|
| Name | Azizur Rahman |
| Father's Name | Late Abdur Rahman |
| Date of Birth | 06/07/1996 |
| Sex | Male |
| Nationality | Indian |
| Religion | Islam |
| Marital Status | Unmarried |
| Languages Known | English, Hindi & Urdu |

PASSPORT DETAILS

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|------------------|------------|
| · Passport No | N-2525095 |
| · Date of Issue | 26/08/2015 |
| · Date of Expiry | 25/08/2025 |
| · Place of Issue | PATNA |

DECLARATION

I hereby declared at all details furnished above are correct to the best of my knowledge.

Thank you

Date

Place

(AZIZUR RAHMAN)