

## Resume



Name: Mohammad Firoz

Contact No.+91-9090305096

Email ID: [firoz.rkl11@gmail.com](mailto:firoz.rkl11@gmail.com)

Address : Khalil Battery

Nala road Rourkela-769001

**Passport No.S1818509 Validity: 12.10.2018 to 11.10.2028**

### Objective:

- I would like to join a company where the work requires a greater variety of experience for advancement and which would provide me the opportunity to further enhance my knowledge and personal development.
- Intend to build a career with leading corporate hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential willing to work as a key player in challenging & creative environment.

### PROFESSIONAL EXPERIENCE:

- 6+ years of work experience as Executive Staff at Hindustan Engineering Company
- Responsible for letter typing, mailing, scanning, printing, operating Vedanta Vendor Portal & Quotation Submit In Vedanta Ltd Jharsugada SRM Portal & NALCO SRM Portal, BALCO SRM Portal, Mjunction in SAIL RSP Rourkela,
- Participate in Auction of All Plants from February 2012 to August till continue.

### Key Skills:

- **Operating Systems** : Windows XP, Windows 7
- **Office software** : Microsoft Office(Word, Excel, Power Point, Access)

### Work Experience:

**Present Employer: Hindustan Engineering Company,Rourkela**

**Designation:** Executive Staff

**Duration:** 6years (from Feb 2012 to till Date).

### JOB RESPONSIBILITIES:

- Controlling back office, preparing daily reports, Updating Proprietor all day to day activities, controlling/tracking all documents and keeping logs of all data.
- Coordinate with Plants Officers for material delivery payments.
- Generate daily report and sent to Plant HR.

**QUALIFICATION:**

Exam Passed	Year of Passing	Board/University
BSE	March-2002	Odisha Board
HSE	March-2010	Odisha

**Computer & Other Skills:**

- DCA In OCAC (Odisha Computer Application Centre)

**Hobbies:** Listing Music & Watching Movies.

**Aims :** To achieve Success in my work.

**Personal Details**

Name: Mohammad Firoz

Father Name: Mohammad Khalil

Mother Name: Naushabah Khatoon

Date of Birth: 22.06.1986

Sex: Male

Marital Status: Single

Languages Known: English, Hindi, Urdu.

Nationality: Indian

Permanent Address: Khalil Battery

Nala road Rourkela-769001