To serve an organization, which offers scope for self-improvement and enhancement and to strive for the betterment of the organization, which provides me opportunities to reach and exhibit the best.

 **ORGANISATIONAL EXPERIENCES**

* Feb’2005 to Mar’2008 with **M/s Bharat Heavy Electricals Limited** through M/s Bijendra Singh & Company as a Store Assistant.
* **Client Company -: Madhya Pradesh Power Generating Co. 1x500 MW (Coal Based Thermal Power Plant).**
* May’ 2008 to Aug’2008 with **M/s Ahmad Mansoor Al A’Ali Co. BSC at Bahrain (UAE)**, **as a Store Keeper.**
* **Client Company -: M/s Ahmad Mansoor Al A’Ali Co. BSC (Structural & Maintenance Division)**
* Sept’ 2008 to June’ 2009 with **M/s S.M. Craft Engineering,** as a Store Keeper.
* **Client Company -:** Ukai Thermal Power Station 1x500 Vertical Boiler Pkg. M.W. Ukai Thermal Power Station, Dist. Sonegarh (Gujarat)
* Jul’2009 to Jul’2011 with **M/s Sunil Hi-Tech Engineers Limited- Mangrol, Surat (Gujarat)** as a Billing Clerk/ Office Assistant.
* **Client Company -: M/s Bharat Heavy Electricals Limited 2x125 MW (CFBC Boiler).**
* Jul’2011 to May’2013 with **M/s TPS Builders Limited** as a Billing & Planning Engineer at Bela (Nagpur-M.H.)
* **Client Company -: M/s Bharat Heavy Electricals Limited 1x270 MW Coal Based Thermal Power Plant).**
* Jun’2013 to till date with **M/s Sunil Hi-Tech Engineers Limited**, Raigarh (Chhatisgarh) as a Billing Engineer
* **Client Company -: M/s BGR Energy System Limited 2x300 MW (Coal Based Thermal Power Plant).**

**ACADEMIC & PROFESSIONAL CREDENTIALS**

* **Diploma in (Mechanical Engineering)** **2011-2012 with 68.25% (Distance Learning Course)**

 From All India Council of Management Studies at Chennai.

* **Higher Secondary School (12th) 2006 with 45.7%**

From Excellence Higher Secondary School, Umaria, MP Board Education, Bhopal. Affiliated M.P Board, Bhopal

* **High School (10th) 2001 with 53.6%**

From Birasini Higher Secondary, Birsinghpur Pali (M.P) Affiliated M.P Board, Bhopal

**ROLES & RESPONSIBILITIES**

* Preparation of Monthly Bills (Running Account Bill, PVC Bill, Contractors & Sub-Contractor’s Bills).
* Preparation of Daily Manpower Report.
* Preparation of Daily Progress Report.
* Preparation of Monthly Review Plan with Contractors in BHEL/Client Prescribed format.
* Preparation of Month wise Plan.
* Preparation of Micro Plan.
* Organizing Daily Project Review Meeting with Engineers/Supervisors along with Contractor & Sub-Contractors.
* Preparation of all documents which is required by Head Office in the prescribed format.
* Correspondence with Client, Customers, Vendors, Contractors & Sub-Contractors.
* Preparation of Material Reconciliations Statement which is required at the time of Submission of Final Bill to Client/Customer.
* Preparation of Bill wise Payment Receipt from Client & Customer.
* Preparation of Monthly Stock Statements of Store Dept and all type office related works.

**IT SKILLS**

Ms-office, WINDOW-98/08/10/XP/VISTA & Internet Application.

**PERSONAL DOSSIER**

* **Date of Birth :** 01st Jan’1986
* **Languages linguistics :** English & Hindi
* **Religion :** Muslim
* **Marital Status :** Married

**Declaration:**

I do hereby declare that all the above information furnished by me is correct up to the best of my knowledge.