**CURRICULUM-VITAE**

**Javed**

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Visa Status: On Visit Visa

**Objective:**

To seek a challenging position as a Purchaser in a professional organization. I have ability to work under pressure and to meet the target in time. If given the right opportunity I will no stone unturned to fulfill the objectives of the employees.

**Academic Qualifications:**

* Bachelor in Commerce (B.Com, Hon’s) In 1994 from Magadh University,Bihar

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|  | **Technical Qualifications**: | |  |  |
|  |  Diploma in Accounting | | : | Tally 5.4, 6.3, 7.2, 9.0 |
|  |  Computer Knowledge | | : | MS Office, ERP, Internet Surfing & Browsing |
|  | ***Computer Exposure:-*** |  |  |  |



**MS OFFICE: - Ms Word, Power Point, Excel, installation of software’s, Internet browsing, down loadings,**

**Emails attachment sending etc, scanning, printing etc, making delivery notes and invoices. TALLY. ERP 9, Making Purchase Order in ERP**

***Work exposure:-***

* ***Work as a Purchaser from July 2013 to till date.***
* ***Worked as a Purchaser From January 2008 to April 2013.***

**Job description:-**

1. Vendor Development.
2. Commercial Terms improvement with suppliers.
3. To Provide Techanical Assistance as and when required.
4. Receiving approved materials request from all sites.
5. Processing the MR By sending inquiries
6. Receiving quotations from suppliers and making price comparison
7. Getting approval on the comparison for best prices
8. Preparing local purchase orders in ERP and Tally.
9. Making payment plan and getting approval from management
10. Getting best credit facilities from suppliers
11. Follow up supplier for the material delivery
12. Follow up supplier for D.O and INVOICES
13. Coordinating with store Incharge to confirm the material receiving.
14. Maintaining purchase files and records, keeping various departments informed of the progress of their indents in case of delay in obtaining supplies.

**Past**

**Accounts Training:**

* Two years article ship from **M/S Shamse Rub & Associates Chartered Accountants**, 2/28, Sarai Jullena, New Delhi- 110025 from May 1995 to April 1997

**Working Experience was as following:**

* Worked as an **Accountant** with **Shamse Rub & Associates, Chartered Accountants,** 2/28, Sarai Jullena, New Delhi – 110025 from May 1997 to August 2002.
* Worked as an Accountant with **Zoma Consulting Services Private Limited**, D-84, Fourth floor, Tikona Park, Jamia Nagar, Okhla, New Delhi-110025 as an **Accountant** from December 2002 to September 2007.

**Nature of Duties:**

Submission of Income Tax, Assessment of Income Tax, Maintaining Cash Book, Bank Book, TDS, Computerize Accounting in Tally Package, Bank Reconciliation, Sundry Debtors/Sundry Creditors Reconciliation. Preparing of inventory, General Purchase Book, Sales book, General Ledger, etc, Profit & Loss Account up to finalization of Balance Sheet.

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| **Personal Profile:** |  |  |
| Date of Birth | : | 24-01-1972 |
| Languages Known | : | English, Hindi, Urdu |
| Sex | : | Male |
| Marital Status | : | Married |
| Nationality | : | Indian |

**Declaration:**

I do hereby declare that the Particulars, furnished by me, are correct to the best of my Knowledge.

**Date** **:**

**Place :**

**(JAVED)**