

CURRICULAM VITAE



Manzoor Ahmed

25B, Shamsul Huda Road,
Sufia Court, Flat: 18A, P.S. Karaya,
Kolkata-700017
West Bengal.
India.

Email id: manzoorahmed419@gmail.com

Skype id: [manzoor.ahmed5598](skype:manzoor.ahmed5598)

Local Address: Mahooz, Adliya
P.O.Box No.: 33411, Manama,
Kingdom of Bahrain

CAREER OBJECTIVE:

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organization goal and climb the career ladder through continuous learning and commitment.

AREA OF SUPERVISION:-

- Can work under pressure.
- Highly motivated and has the ability to work with maximum supervision.
- Hard working and flexible.

ACADEMIC QUALIFICATION:

EXAMINATION	INSTITUTION	BOARD/UNIVERSITY	YEAR OF PASSING
MADHYAMIK	Prince Day School	W.B.B.S.E.	1986
Higher Secondary	Islamia Higher Secondary Institution	W.B.C.H.S.E.	1988
B.COM	Bangabasi Morning College	Calcutta University	1991

COMPUTER KNOWLEDGE:-

- Basic Computer Application --- MS Word, Excel, Power Point, Internet, etc.

PERSONAL PROFILE:-

- Father's Name : Noor Ahmed
- D.O.B. : 28th August' 1968
- Sex : Male.
- Nationality : Indian.
- Religion : Muslim.
- Marital Status : Married.
- Language Known : English,Urdu,Hindi, Bengali & read Arabic.
- Hobbies : Sports, Mountaineering & Reading books.
- Passport No. : R8316932
- D.O.Issue : 28.11.2017
- D.O.Expiry : 27.11.2027
- Buzz Me : +973-36345796
- Driving License : 680839917 at Bahrain on July'18th 2016.

PROFESSIONAL EXPERIENCE:-

COMPANY	DESIGNATION	WORKING PERIOD
M/s. Poullaides Construction Company W.L.L.	Internal Auditor cum Risk Controller	Jul 16 th 2016 - Present
M/s. Panorama Contracting & Engineering Services W.L.L	Document Controller cum QA/QC Assistant	Jan 2013 - Jul 15 th 2016
M/s. TNT Express Worldwide	Officer Operations cum HSE	Nov 1995 – Dec 2012
Hotel Aakash Ganga	Front office Manager	Feb 1995 – Nov 1995
Hotel Heera International	Receptionist	Mar 1994 – Jan 1995
M/s. TATA Phone	Marketing Executive	Dec 1992 – Feb 1994
M/s. Eureka Forbes	Sales Representative	Mar 1992 – Nov 1992
M/s. Soni Leather	Accountant	Jun 1991 – Feb 1992

- ★ Internal Auditor's Training Course on IMS: Dec'2008
- ★ Holder of certificate in "Managing Safely" programme and project in Jan'2009
- ★ Holder of certificate "C" from No.2 Bengal Air Squadron NCC in Nov'1990
- ★ Passed 'Pilot Aptitude Battery Test' from Indian Air Force in Aug'1988.
- ★ Holder of certificate of merit in District level Athletic champion in Feb'1988
- ★ Holder of certificate in Job oriented Training Course and workshop in practical Type writing in Dec'1991
- ★ Certificate in Secretarial course in 1993 from Suffee Commercial College, India.
- ★ Diploma in Technology (R/TV) in 1991-92 from Suffee Commercial College.
- ★ Certificate in First Aid Course in 1990 from St. John Ambulance, India.
- ★ Certificate and Badges won on Athletics,Games,Sports and Professional Function.

Ambition: - To touch the sky of success with proper dedication and bold carrier satisfaction along with a reputed concern without hampering my self-respect.

Date: - 03.03.2021

Sign:-.....

Place: - BAHRAIN.

(MANZOOR AHMED)