***Curriculum Vitae***

**MOHD. ASIF**

**Correspondence Address**

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Noida- 201301

Uttar Pradesh, India

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**Career Objective:-**

* To work in a professional & challenging environment where I am able to utilize my skill and search for opportunities to learn where my qualification and my qualities will be an asset.
1. **Binary Infra Pvt Ltd. From November 2023 to till now.**

**Job Profile I Real Estate:-**

* Identifying new customer via networking and calling.
* Generate the leads.
* Communicate with clients for purchase the plot & farm house and maintaining the relationship with clients .
* Preparing regular Sales report and presenting them to higher management.
1. **M/s HPCL Mittal Energy Ltd from May 2008 to March 2019.**

**Job Profile in Oil and Gas.**

* Inviting Quotation of the required materials from the vendors.
* Co-ordinate with Vendors for organising meetings with the Procurement Department.
* Preparing comparative sheet of different vendors.
* Maintaining the Document Management System for Purchase Department & creation of reports based on the same.
* Manage all Procurement files to ensure they meet all information's required by the auditors.
* Vendor database creation and management.
* Maintaining minutes of meeting of the Executive Committee.
* Creating and maintaining records of freight forwarder notes approved by the Purchase Committee for key Purchase decisions.
* Follow up with Vendors for timely delivery of Materials.
* Issuance of Bank Guarantee related documents i.e. ABG, PBG for advance payment to bidder.
* Reporting directly to General Manager (Procurement) for document management.

**Academic Qualification:-**

* M. A. (History) in 2005 from C.C.S. University Meerut.
* B.A. in 2003 from C.C.S. University Meerut.
* Intermediate in 2000 from U.P. Board Allahabad.
* High School in 1997 from U.P. Board Allahabad.

**Technical Qualification:-**

* Have Course on Computer Concept (CCC) Certificate from National Institute of Electronics & Information Technology, New Delhi
* Have one year course of Hardware & Networking from NIIT, Saharanpur.

**Applications Known:-**

* MS- Word 2013
* MS- Excel 2013
* MS- Power Point 2013
* MS- Outlook 2013

**Strengths:-**

* Sincere, Innovative and Ambitious.
* Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.

**Experience:-** Total experience is 11 years.

**Real Estate:-**

Presently working as Sales Executive in M/s Binary Infra Pvt Ltd.

 **Oil and Gas Industry:-**

* I have 10 years & 10 months work experience in Oil & Gas industry.
* Worked as a Purchase Support in HMEL (A Joint Venture Company of Hindustan Petroleum Corporation Limited and Mittal Energy Ltd. in Oil & gas sector) through M/s Aditya Talent Management Services Pvt Ltd since 01/04/2016 to 05/03/2019.
* Worked as a Purchase Support in HMEL (A Joint Venture Company of Hindustan Petroleum Corporation Limited and Mittal Energy Ltd. in Oil & gas sector) through M/s Randstad India Limited since 01/10/2014 till to 31/03/2016.
* Worked as a Purchase Support in HMEL (A Joint Venture Company of Hindustan Petroleum Corporation Limited and Mittal Energy Ltd. in Oil & gas sector) through M/s Mass Management Services Pvt Ltd from 15/05/2008 to 31/09/2014.

**Personal Profile:-**

Name : Mohd. Asif

Father's Name : Sh. Syed Mohd. Fazil

Date of Birth : 5th August 1982

Marital Status : Married

Nationality : Indian

Languages : English, Hindi & Urdu

Hobbies : Join to Social Activities

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Date ………………….

Place-…………………