



SIKANDER ALI

CONTACT

(Oman):- Sanaiya, sur
Al Sharqiyah Po box 115 postal code 411
Sultanate of Oman **Mob:- +968-90125577**

(India):- NEAR ISLAMIA SCHOOL,
WARD NO.09(NEW) SIKAR (RAJ.)
Mob:- **+919602925370**

E-mail:-

cchiku330@gmail.com

WORK EXPERIENCE :-

3 Years Gulf Experience & 8 year Indian Experience in the Field of Sales, Accounting Store Keeper, Office Work.

A & B ENGINEERING SERVICES L.L.C OMAN

ELECTRICAL & BUILDING MATARIALS SUPPLAIR

Nov- 2021 to AUG-2023

Store Keeper

- Store Keeper
- Stock Maintain
- Bills Record Maintain
- Monthly Consumption Report
- Inventory

MAHWAR AL SHARQ TRAD & CON L.L.C OMAN

HEAVEY EQUIPMENT REPAIRING WORKSHOP

Nov- 2019 to Nov-2021

ACCOUNTANT & ADMIN ASSISTANT

- Accounts Management
- Bills Record Maintain
- Documents files maintain
- Vehicles Workshop Accounts Maintain
- Equipment's Rent Accounts Maintain
- Mail receive and sending
- E-tender process.
- Other office work.

AMAN GROUP, SIKAR, RAJASTHAN

A GROUP OF SCHOOLS, (ARTS, SCIENCE)

May- 2014 TO Oct-2019

ACCOUNTANT & CLERK

- Accounts Management (Software & Manual)
- Fee Record Maintain
- Salary Making & Distribution

- Documents files maintain
- Computer Operating

ISLAMIA EDUCATIONAL WELFARE SOCIET, SIKAR

A SENIOR SECONDARY SCHOOL, (ARTS, SCIENCE, COMMRCE) April -2011 TO May-2014

COMPUTER OPERATOR & CESHIER

- Computer office work
- Fees Receive and records maintain
- Record maintains
- Marketing
- Board form filling online and offline

KHAN FILM STUDIOSIKAR

A PHOTOSHOPE AND MARRIEGE VIDEO MIXING CENTER

April -2008 TO Feb-2011

COMPUTER OPERATOR

- Photoshop and Video Mixing

COMPUTER SKILS

- Microsoft Office, (excel, word, Power point etc)
- Photoshop
- Microsoft Accounting software 2009
- TallyERP9 Basic
- Easy Accounts Software
- E-mails and web Browsing
- Easily Computer Operating and quickly learn Computer Applications

EDUCATION

Year of Passing	Name of Courses	Name of University
2011	PGDCA (Post Graduation Diploma in Computer Applications)	Punjab Technical University
2010	B.COM (Bachelor of Commerce)	University Of Rajasthan
2008	Senior Secondary School	Board Of Secondary Education Ajmer, Rajasthan
2005	Secondary School	Board Of Secondary Education Ajmer, Rajasthan

INTERESTS

- Playing Basket Ball, Badminton.

PERSONAL DETAIL

■ Father's Name	:-	Abdul Razaque
■ Mother's Name	:-	Rabia Bano
■ Date Of Birth	:-	06 th Aug 1986
■ Civil ID No.	:-	120634215
■ Passport No.	:-	T1718649 (expire on 07-jan-2029)
■ Driving License	:-	120634215 (Oman)
■ Marital status	:-	Married
■ Spouse name	:-	Ashma Bano
■ Language	:-	Arabic English, Hindi, Urdu

Sikander Ali

Place:- Oman

Signature