

SOHIL KHAN

ADDRESS - DELHI DARWAJA CHANDERI DIST.
ASHOKANAGAR (M.P) PIN CODE 473446
MOBILE NO -8103104985,8827588250
EMAIL ID - SOHILKHANWHY710@GMAIL.COM

CAREER OBJECTIVE:-

I am looking forward to working in a competitive and prosperous environment. I am versatile by nature with an inclination to learn new things and ability to grasp things with a little orientation. I have above 5 years of work experience in India .

EDUCATION DETAILS :-

Course	School /University	In Year
Bechelor Of Science (B.Sc.) PCM	Jiwaji University	2021
12 th Math , Physics ,Chemistry	MP Board	2018
10 th Math , Physics ,Chemistry	MP Board	2016

SKILLS

- ❖ Scanning, Printing, Binding, Filing, Typing & Photocopying.
Excellent knowledge in MS Word, MS Excel, MS Power Point, Outlook Express and internet Application.
- ❖ Tally Basics, Accounting works
- ❖ Hindi Typing, English Typing
- ❖ Data entry, Billing , Accounting, Compensation, site work data
- ❖ Libre office, AdobePhotoshop7.0
- ❖ Internet, Gmail works, Govt. Portals
- ❖ All Fundamental in Computer.

WORK EXPERIENCE

1. GOODWILL ADVANCE CONSTRUCTION COMPANY PVT. LTD KOTA :-

POSITION : STORE KEEPER

DURATION : 27.01.2024 TO TILL DATE

PROJECT : SAMAKOTA BARRAGE DAM PROJECT UJJAIN

CLIENT/CONSL : GOVERNMENT WRD

Responsibilities :-

- ❖ Stock Records: To ensure all entries (like Receipt/ Issue registers, GRN, etc.) are made in the system within the stipulated time thereby preventing any backlogs.
- ❖ Reviews Stock/inventory , DMR reports and uses specialized knowledge of goods to estimate needs and order appropriate quantities of standard and special order items, recommends and implements additions or deletions to standard stock items.
- ❖ Maintain record of issuing and receiving Material.
- ❖ Making Store requisition of the issuing materials.
- ❖ Maintaining all the documents of the issuing and receiving materials and submitting the proper authority.
- ❖ Taking account of incoming and outgoing of goods in the stores departments
- ❖ Making related to HDPE, MS bills , and Updating Pipe line Data, etc.
- ❖ Maintain Employee Attendance Records .
- ❖ Update daily expenses and maintain Related vouchers .

2. **SHRESTH URJA LLP , BAP, JODHPUR, RAJASTHAN**

POST :- STORE ASSISTANT

DURATION :- 18.01.2023 TO 30.12.2024

Responsibilities:-

- ❖ Maintain Employee Attendance Records .
- ❖ Maintain record of issuing and receiving Material.
- ❖ Maintaining registers related to each material.
- ❖ Stock Records: To ensure all entries (like Receipt/ Issue registers, GRN, etc.) are made in the system within the stipulated time thereby preventing any backlogs.
- ❖ Completion of land acquisition-related works . through computer.

3. **ANS CONSTRUCTION -SARTHI CONSTRUCTION (JV),PVT.LTD POST**

:- COMPUTER CLERK (LAND ACQUISITION BILLING,TYPIST)

PERIOD :- FROM 21.10.2019 TO 25.12.2022

PROJECT :- CHANDERI MICRO PROJECT (MP.)

INDUSTRY:-PIPELINE

Responsibilities:-

- ❖ Making a Compensation list of the farmers who came under the project.
- ❖ Mechanicals Department ,Civil Department, etc. making related bills.
- ❖ Resolve ROW issues during land acquisition and project acquisition.
- ❖ Makes Distribute Compensation List for under the project all Farmer.
- ❖ Completion of land acquisition-related works .through computer.
- ❖ Informing the WRD department about the problem face din the project through Hindi letters to make.
- ❖ Doing Hindi and English letters and updating DPR daily.
- ❖ Making related to HDPE, MS bills , and Updating Pipe line Data, etc.

Documentation :-

- ❖ Organizing an archiving system.
- ❖ Labeling, sorting and categorizing documents for ease of use.
- ❖ Working with colleagues to ensure consistency of documentation practice across the company.
- ❖ Assisting with both intern a land external audits.
- ❖ Controlling access to documents.
- ❖ Removing documents that are obsolete.
- ❖ Utilizing s to rages of software and applications for electronic filing.
- ❖ Compensation Documents

PERSONAL DETAILS

Father Name	Faiyaz Khan
Date of Birth	07 October 2000
Address	Basant ki gali ,Delhi darwaja word no.05 Chanderi Dist. Ashoknagar M.P
Marital Status	Unmarried
Nationality	Indian
Hobby	Reading ,Cricket, Chess,
Language Known	Hindi, English

I, Sohil khan , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



DATE-.....

CHANDERI, ASHOKNAGAR (M.P)

SOHIL KHAN