CURRICULAM VIATE

ASIF ISLAM ANSARI

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Near tuba colony,madina masjid Zakir Nagar 110025

CAREER OBJECTIVE :

Purpose is to succeed in all spares of life by achieving personal and organizational goals using my academic and professional skills and practical knowledge with utilize my interpersonal leadership skills and my potentiality to the best of my endeavors.

PROFILE SUMMARY:

Company #01: *HCl technology Noida*

Designation: (BMS- CCTV operator)

Providing online resolution and offline work,

Daily & Monthly Store Indent, Incoming & outgoing report prepare

Employess Attendances, and logs reports.

Handling employess,queries, complaint and request by resolving their concerns

Check all CCTV camera, access system,fire systems,

Control and monitoring all the functional parameters of the system

Fire panel handling and make report.

Typing work of data information.

Preparation of log book and monthly operator log.

Data entry, access entry, tracker report entry, mailing, make roster report.

Company #02: *Jindal Steel Ltd ,(Delhi )*

Designation:( DATA ENTRY OPRETAR)

Prepair MIS Report Maintenc.

Data entry of employees details.

Knowledge of SAP software, DBMS, Sippas software

Activation and deactivation. .

Providing online resolution and offline work

Daily & Monthly Incoming & outgoing report prepare

Attendances, report prepared

Responsibility of total data base and mailing.

Account mainting,voicher entry,data entry,SAP, DBMS.

EDUCATIONAL QUALIFICATION :

|  |  |  |  |
| --- | --- | --- | --- |
| EXAMINATION | INSTITUTE | BOARD/COUNCIL | PERCENTAGE/  DIVISION |
| Graduation in B.com | R.M.L.S COllage | B.R.A.B.U ,PATNA | 54.79 |
| Intermediate (BSE) | R.M.L.S COllage | B.S.E.B,PATNA | 68.40 |
| Matriculation(HSC) | NEAR ABEDA HE SCHOOL,MUZ | B.S.E.B,PATNA | 57.80 |
| POST DIPLOMA IN COMPUTER APPLICATION | INFOLING COMPUTER ISTUTUTE,PRAM FOUNDETIONS | NRDS REG COMPUTER EDUCATION, MUZAFFARUR | 60 % A  80 B |
| POST DIPLOMA IN COMPUTER APPLICATION&TALLY ERP |  | NEAR MITHANPURA CLUB ROAD MUZAFFARPUR | 85%A |

COMPUTER KNOWLEDGE:

Operating systems : Windows XP & Windows 7 (Basic Knowledge)

Tally.ERP : Account ,legder,voucher.Genral entry,traibalance in pross,

Software Packages : Ms Word, Ms Excel & Ms PowerPoint,FINE FRO softwere

Typing Speed : 30 – 35 wpm

Accuracy : more than 70%

# **► Strong Mental ability. Strong Adaptability**, Team manship**, Analytical Acumen, Good Interpersonal Skill &**

# Positive thinking.

HOBBIES & INTERESTYS:

Long Driving. Internet Surfing & Football playing, Interacting Different kinds of people.

STRENGTHS :

1. Exposure to multi-cultural and multi-ligual work environment.
2. Self motivated, work well with large team or Autonomously
3. Well organized and good at time management.
4. Good in Corporate Behaviors’ and Rapport Bulding.
5. Good Analytical and problem solving skills.

PASSPORT DETAILS:

* PASSPORT No. : L8696676
* DATE OF ISSUE : 08.04.2014
* DATE OF EXPIRY : 07.04.2024
* PLACE OF ISSUE : PATNA

PERSONAL PROFILE :

■ NAME : ASIF ISLAM ANSARI

■ Father name : LATE- SAIFUL ISLAM

■ DATE OF BIRTH : 15TH Feb 1993

■ PRESENT ADDRESS : NEAR ABEDA HE SCHOOL,TINKOTHIA,MUZAFFARPUR

■ CORSPONDENS ADDRESS : NEAR ABEDA HIGH SCHOOL, TINKOTHIA, MUZAFFARPUR –

842001 (BIHAR)

■ LANGUAGE PROFICIENCIES :

HINDI (Speak, Read, Write)

URDU (Speak, Read, Write)

ENGLISH (Read, write, speak)

■ NATIONALITY : INDIAN.

RELIGION : MUSLIM

Certification: I do here by certify that the above information is true & correct to the best of

My knowledge.

Place: Delhi

ASIF ISLAM ANSARI