

CURRICULUM VITAE

RASHID AMIN ANSARI

Permanent Address

ZO-252 Kamla Raman Nagar,
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Maharashtra- India
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Application for:

“Office Executive”

CAREER OBJECTIVE: To Perform to the Best of my Knowledge, Ability and Experience Gained and play a Vital Role in the Growth and Development of the Organization & to Achieve Success through Hard Work & Determination.

EDUCATIONAL QUALIFICATION:

- SECONDARY SCHOOL CERTIFICATE (S.S.C)-MARCH - 2011
- HIGHER SECONDARY CERTIFICATE (H.S.C)-FEBRUARY - 2013
- BACHLOR OF SCIENCE (B.SC) - T.Y.BSC (Drop Out)

TECHNICAL QUALIFICATION:

- DTP
- COMPUTER BASIC
- TALLY EPR9
- MS-OFFICE
- MS-EXCEL

Total Experience:

03 Years

1. **Name of Company** : JAMIAT ULAMA-I-MAHARASHTRA
Position Held : Office Executive
Period : 13.06.2016 to 31.07.2017
2. **Name of Company** : Tele Bazar
Position Held : Office Executive
Period : 13.08.2017 to 31.06.2018
3. **Name of Company** : YASH ELECTRICAL SERVICE
Position Held : Office Executive
Period : 13.07.2018 to

JOB RESPONSIBILITIES:

- Administrative support for all data entry on daily basis with MS Excel.

- Created customer contact letters and maintained sales account information with MS word and MS Excel.
- Back Office Executives have support responsibilities and handle functions that help the front office work well.
- Main Back Office Executive Responsibilities are processing projects, managing databases, performing market research, analyzing consumer trends, and handling accounting and finance tasks.

PERSONAL INFORMATIONS:

: Father's Name	: Mohd Atiqullah Ansari
: Date of Birth	: 14 th , September, 1995
: Status	: Unmarried
: Nationality	: Indian
: Religion	: Islam
: Language Known	: English, Urdu & Hindi

DECLARATION/DECLARARION:

I do Declare that all the Statement as Mentioned above are True to Best of Knowledge and Belief.

I am very Grateful for reviewing my CV and I am very Grateful if you will call for Interview.
With Best Regards.

Thanking You.

RASHID AMIN ANSARI

Date:.....

Place:.....