

SHAISTA ANSARI

ASSISTANT Manager

CONTACT

- 9021347387.
- shaistaansari8803@gmail.com.
- Parbhani-
431401,Maharashtra.

PROFILE SUMMARY

Dynamic and results-driven Assistant Manager with a proven track record in overseeing daily operations, optimizing workflows, and driving team performance. Adept at balancing strategic planning with hands-on management, I excel in streamlining processes, enhancing customer satisfaction, and achieving business goals. My strong leadership skills and keen problem-solving abilities enable me to mentor and motivate team members effectively.

EDUCATION

2019 - 2020

BOARD:- AURANGABAD UNIVERSITY

- Qualification:- S.S.C
- College/Institute:-Dr. Zakir Hussain High School Parbhani-431401
- Aggregate:-55%

2020 - 2021

BOARD:- AURANGABAD UNIVERSITY

- Qualification: H.S.C
- College/Institute:-Dr.Zakir Hussain Junior College Parbhani-431401
- Aggregate:-84%

2021 - 2024

BOARD:- S.R.T.M.U.N UNIVERSITY

- Qualification: B.com
- College/Institute:-Dr. Zakir Hussain Women's Degree College Parbhani-431401
- Aggregate:- A+ grade 70%

WORK EXPERIENCE

ACCEPT COUNCHING CLASSES

MS-CIT Instructor

- i have been coaching 4 months.
- Rapipay Fintech Company Coordinator
- Worked as Computer Operator at Ekta Medical (Marg software).
- I Have been Worked 8 months as a Assistant manager and accountant , cashier and purchased operator .

SKILLS

- Working independently or as part of a team .
- Ready to work in ant shift
- Lead a team
- Generate Performance report (Daily/Weekly/Monthly)
- Work on Different Software's (Agent Monitor)etc.
- Client Coordination

LANGUAGES

- English
- Marathi
- Urdu
- Hindi

TECNICAL SKILLS AND CERTIFICATION

- Basic Computer
- MS-CIT
- Tally ERP 9
- Marge Software
- Window's & MS Office
- Advanced Knowledge of computer Hardware
- MS-Xcel
- Go frugal ReatailEasy

ADDITIONAL SKILLS

Good Verbal and written communication skills, can learn quickly & implement the concept easily, willingness to work hard.

DECLARATION

I Consider myself as a right candidate for the post. I am also confident of my ability to work in a team as well as in a single and challenging environment . I hear by declare that the information furnished above is true to the best of my knowledge.

STENGHTS

- Ability to motivate and inspire confidence in the team.
- Hard work and Dedicated to the companies objectives.
- Reads and Brow's for technically related material and gets update with latest in the market.

PERSONAL PROFILE

Name : Shaista Ansari
Father Name : Abdul Maqsood Ansari
Mother Name : Tasleem Jahan
Date of Birth : 08/08/2003
Gender : Female
Marital Status : Single
Nationality : Indian
Language Known : English, Urdu, Marathi
Hobbies : Writing, Books Reading, Traveling, Photography, Poetry
Address : Near Parbhavati School, Sagar Nagar Parbhani-431401.

YOURS FAITHFULLY
SHAISTA ANSARI