Mohd Meraj Ansari

Date of birth: 03/11/1997 | **Nationality:** Indian | **Gender:** Male | **Phone number:**

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ABOUT ME

I am a Graduate in computer science enrolled in Bachelor of computer applications from Avadh University's affiliated college MLK PG college Balrampur. I worked as a Computer operator and data entry operator at Abdallah Al-Othaim markets company in Saudi Arabia from 28/08/2019 to 18/04/2024.

WORK EXPERIENCE

28/08/2019 – 18/04/2024 Riyadh, Saudi Arabia
DATA ENTRY OPERATOR ABDULLAH AL OTHAIM MARKETS COMPANY

- Data entry (Such as invoices entry and other data inputs).
- To ensure all the machines are working smoothly in the branch.
- Closely in touch with IT department, service desk and help desk to tackle any technical glitches.
- Capable to solve minor software and hardware issues.
- Verifying and reviewing databases.
- Implementing data security and management policies.
- Responding to requests for data.
- Cashier (on demand).
- Warehouse activities.
- Document controller
- Executive assistant.
- Maintaining confidentiality.
- Performing data backups.
- Goods receiving.
- Document controller.

EDUCATION AND TRAINING

01/07/2014 – 30/04/2017 Faizabad, India
BACHELOR OF COMPUTER APPLICATIONS Dr Ram Manohar Lohia Avadh University

Website www.rmlau.ac.in

01/11/2013 – 28/02/2014 Balrampur, India
COURSE ON COMPUTER CONCEPTS National Institute of Electronics and Information Technology

Website www.nielit.gov.in

01/07/2011 – 30/04/2013 Balrampur, India
HIGHER SECONDARY CERTIFICATION City Montessori Inter College Balrampur

Website www.ccmsmb

01/07/2009 – 30/04/2011 Balrampur, India
SECONDARY SCHOOL CERTIFICATION City Montessori Inter College Balrampur

Website www.ccmsmb

01/07/2024 – 15/07/2024 Balrampur, India
PYTHON FUNDAMENTALS Great learning

Website https://www.mygreatlearning.com | **Level in EQF** EQF level 6

16/07/2024 – 31/07/2024 Balrampur, India
MYSQL BASICS Great learning

Website https://www.mygreatlearning.com | **Level in EQF** EQF level 6

01/08/2024 – 10/08/2024 Balrampur, India
DATA VISUALIZATION WITH POWER BI Great learning

Website https://www.mygreatlearning.com | **Level in EQF** EQF level 6

LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	B2
ARABIC	A2	A2	B1	B1	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft word | Microsoft PowerPoint | Data entry | Computer operator | Outlook | Skype | Google drive | Microsofe Excel | Pyhon progrmming language | Basic Knowlege of PHP/MySQL | Begginer HTML/CSS | Data Entry & Organization of Data | Microsoft Power-BI

DRIVING LICENCE

Driving Licence: AM
Driving Licence: A1
Driving Licence: A2
Driving Licence: A
Driving Licence: B1
Driving Licence: B

HOBBIES AND INTERESTS

Watching and playing football

Watching stand up comedy

Visiting to ancient monuments

Reading historic scriptures