

## JAHANGIR ANSARI

Mohallah Dahiyawan Dargah Chapra  
Saran Bihar 841301

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### ASST MANAGER

- An exceptional leader who is able to manage, develop and motivate others to perform their duties in time. Dedicated to maintain standards and even under significant pressure strong ability to perform effectively.

### PROFESSIONAL EXPERIENCE

#### Ragmet Engineers (p) Ltd Mumbai.

Asst Manager

Compile and update employee records (hard and soft copies) 1<sup>st</sup>Sept 2018 – 30<sup>st</sup>sept 2020

- Assisting customer whenever necessary
- Properly handle complaints and grievance procedures
- Compiling of all the reports that have to be checked on a daily basis

#### Gopinath Engineering Co.Pvt.Ltd Mumbai.

1<sup>st</sup>April 2016 – 1<sup>st</sup>Agust 2018  
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Asst Human Resource & administrator

- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews

#### Vijayshri Stationery Group,indore

Since April , 2014

Asst Accounts –

- Looking two companies viz., Vijayshri Stationery Products Pvt. Ltd. (Stationery Products manufacturing Company) and Vijayshri Sales & Marketing Pvt. Ltd. (Super stockiest for a national brand Pens and CNF Agents for another national brand Pens).

### KEY I.T. SKILLS

- Computer Proficiency –Diploma in Computer Application
- Tally Erp9.

### SEMINAR & VISIT

- 6<sup>th</sup> National Seminar Organized LNCT-MER, Indore.
- PARLE-G Company. Indore (M.P.)
- 2 Kirloskar Brother Ltd. Dewas (M.P.)

### OTHER ACTIVITIES

- Attended workshop on **Parle-G Company** in Indore by LNCT , Indore
- Worked as volunteer in Auditorium .

### Educational Records:-

M.BA.(Finance & Marketing) Lakshmi Narain College of Technology, Indore University-DAVV,Indore		
<b>2011-13</b>		<b>61.25%</b>
B.com (Accounts) Dr.Rajendra College,Chappra Bihar Jay Prakash University,Bihar		
<b>2007</b>		<b>71.13%</b>
<b>2003</b>	Class 12 <sup>th</sup> Rajendra College,chappra,Bihar BSEB Patna Board	<b>63.40%</b>
<b>2001</b>	Class 10 <sup>th</sup> Saran Acadmay High School,bBihar BSEB Patna Board	<b>61.60%</b>

### Strength:-

- Team work, Disciplined, dedicated
- Good Convincing Power.
- Always Ready to Learn.
- Hard Work

### PERSONAL DETAILS

**Name:** JAHANGIR ANSARI  
**Date of Birth** 4<sup>th</sup> Jan 1987  
**Father's Name:** Md.Hifazat Hussain Ansari  
**Marital Status** Single  
**Language Proficiency:** Hindi, English, Bhojpuri (can read, write and speak)  
**Permanent Address:** Moh, Dahiyawan Dargah Cappa Distt- Saran, Bihar-841301

### Passport details

Passport number P8134522  
Place of issue Patna  
Date of issue 09-03-2017  
Date of expiry 08-03-2027

### Declaration

I hereby declare that all the above information is true to the best of my knowledge. I expect your favorable consideration.

**Place:** Indore  
**Date**

Signature  
( JAHANGIR ANSARI)