



SHAMSHER ANSARI

Vill : Itwan
Post : Amilai
District : Chandauli (u.p)
Pin : 232109
Mobile : 9935714049
Email Id : Shamsheransarivns@gmail.com

Career Objective:

A person who is satisfied will never grow, as satisfaction stops the progress. I always try to learn new things and to implement them. I want to work in an organization that provides me a platform to perform my tasks efficiently.

Academic :

Degree	University/Institute	Year
High School	U.P. Board	2004
Intermediate	U.P. Board	2006
B.A.	V.B.S Purvanchal University	2009
M.A	M.G.K.V.(Varanasi)	2014

Work Experience:-

3 Years Experience in Iron Mountain Data Management Service As post of Data Entry And Mis Executive Operator From 11 Jan 2015

Responsibility :

- Generating & Maintaining Day to Day MIS Data and Updating the Management.
- Daily Reports Maintenance Mis Reports.
- Managing the monthly Weekly and Daily Report creating in Ms-Excel.
- Check all Quality Report.
- Daily In Word Out Word Reports.
- Daily Production Reports.
- Verify The Original Documents of customer through .
- Be-Flow on line Software and Requested Documents.
- Preparing All Master Sheet in Using Ms Excel.

Advanced excel formulas:

Vlookup, Hlookup, Lookup, Countif, Sumif, Match, Index, Sumifs, Countifs, Pivot Table, Data Validation, Subtotal, Conditional Formatting, Colour Coding, Product, Sumproduct, find, Right, Left, Mid, Min, Max, Search, Substitute, Concatenate, Len, Lower, Upper, Proper, Average.

Computer Skills

Excel, Advance Excel, MsWord, ErpTally, /9.0.

Additional Works ERP Operator.

- : - All Data Entry In ERP Tally.
- : - All Creation Ledger.
- : - Purchase And Sales Entry in Erp.
- : - Daily Entry All Invoice In Erp Tally.
- : - Creation Invoice And Printing Invoice.

Typing Speed:

30-35 WPM (English)
40-45 WPM (Numerical)

Hobbies:

playing cricket.

Strength:

We Can work under pressure.
We Can do target based job with efficiently.
Hard worker.

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Personal Details:-

Date of Birth	: 12 th Jan 1988
Gender	: Male
Marital Status	: Married
Father's Name	: Vahid Ansari
Permanent Address	: Vill.-ItwanPost-Amilai, Dist-Chandauli, U.P.(232109)
Languages	: English, Hindi

Declaration :-

I hereby declare that the information furnished above is true to the best of my knowledge.

DATE:

PLACE:

(shamsheransari)