

CURRICULUM VITAE

AHSAN ANSARI

Production Engineer Mobile : +91 6206328815

Email : ahsanansari1998@gmail.com

Indian Passport No : Not Applied



Career Objective :

I look forward to work with an organization which offers a challenging opportunity to enhancing my knowledge, skills and experience that would allow me to contribute towards achieving the organizational goals to the best of my potential

Educational Qualification :

- Passed B.Tech in Cambridge Institute of Technology from Ranchi University in 2020

Technical Skill :

- Basic Knowledge of Computers : Auto Cad, MS Office, Excel, Internet
- Degree in Cambridge Institute of Technology, Ranchi
- Certificate in Mechanical Engineering

Professional Summary :

- | | | |
|-------------|---|------------------------------------------------|
| 1. Company | : | NIRMAL ENTERPRISE |
| Designation | : | Admin Assistant Cum Production Engineer |
| Date Joined | : | 24 July 2020 |

Duties and responsibilities

- Assisted Customer's queries, resolved all problems faced and received all calls.
- Estimate and filling tender related work.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Skillfully manage wide range of office and sales support tasks, including accounts payable / accounts receivable and payroll processing.
- Run Company's errands to post office and office supply store.
- Schedule and coordinate meetings, appointments and travel arrangements for Managers.

- Maintain data entry, invoicing and inventory control.
- Maintained staff and hired employees accordingly to ensure uninterrupted work.
- Responsible for supervising the team and assisting the team leader with daily operations.
- Anticipate customer's needs and fulfil it to achieve maximum customer satisfaction.
- Maintain daily store record.

Personal Profile :

- Name : **AHSAN ANSARI**
- Father's Name : **MD MUNTAQUEEM ANSARI**
- Present Address : Vill+Po:-Sithio,P.s:-Dhurwa,Dist:-Ranchi,
State:-Jharkhand 834004
- Date of Birth : **25/06/1998**
- Passport no. : **Not applied**
- Hobbies : **Cricket,Book Reading,Thinking Inovative Ideas.Etc**
- Languages known : **Hindi,English,Urdu**
- Nationality : **INDIAN**
- Martial Status : **Unmarried**
- Salary Expected : **Negotiable**

Strengths :

- Excellent interpersonal and communication skills
- Multi- tasking abilities with proficiency in organizing and managing different task.
- Work with a positive attitude to contribute the healthy functioning of the organization.
- Self-Confident and Great Patience.
- Analyzing every angle of a project before working on it.
- Willingness to Learn.
- Adaptability to change environment.

Declaration :

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

Place : Ranchi,Jharkhand,India

AHSAN ANSARI