

SARFARAZ A. ANSARI

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Career Objective

To be well establish within a hybrid team of talented resources to share my knowledge and experience to achieve the objective of organization that will impact company's growth as well as to enrich my professional skills by obtaining a responsible position.

Job Experience

1. Feb 2019 Till Date

Company - **Government Hospital**
Role - Block Community Mobilizer

Job Responsibilities:-

- Responsible to handle all the government programme from the block level.
- Responsible to coordinate with the district team and updating time to time.
- Responsible to prepare Micro Plan of different work to execute the work accurately at the ground level through Asha worker.
- Responsible to share the different report from the block level to the district team.
- Responsible to update all the data base of the employee time to time.
- Responsible to update all the monthly report within given time on the portal.
- Responsible to prepare monthly payment of the Asha worker and forwarded to responsible authority to release the payment within time.
- Responsible to visit in the field to check the quality of the work.
- Responsible for the management of the hospital including hospital area should be clean
- Effective management of employee to execute the work and to obtain hundred percent output of the particular work.
- Responsible to brought the IEC material from the district for the different programme.

2. FEBRUARY 13TH 2017 TILL 24 MAY 2018, RAS A KHAIMAH, UAE

Company - **AL NUAIMI GROUP**
Role - **OFFICE ASSISTANT**

Job Responsibilities:-

- ERP Programming.
- Office and site coordination.
- Coordination with the procurement for the site related material to issue LPO (Local Purchase Order)
- Updating budget in ERP before sending the request for the material to issue LPO.
- Preparing Quotation and work agreement for the new assigned project.
- Responsible to keep track of time sheet for the different project in ERP.
- Preparing invoices for the work done to submit it to the client for the settlement.
- Responsible for the sending of daily report for the running project.
- Manage schedules and deadlines for the ongoing projects and various activities.
- Performing general administrative functions inherent to all secretarial positions.
- Maintaining supervisor calendar of scheduled appointment, conferences and meetings
- Screening of phone calls, e-mails, identify priority and route all emails as appropriate.
- Review, edit and prepare documents for executive signature.
- Prepare and maintain confidential correspondences and reports.
- Provides daily feedback via email to executive on all activities and action.
- Follow up payments against the submitted invoices.
- Responsible for the petty cash and preparing its reports to track the cash flow.

3. DEC 2014 TILL JAN 2017

Company – AL QUDRA DEVELOPMENT AND CONTRACTING COMPANY
Designation – Office Secretary, Dammam Kingdom of Saudi Arabia

Job Responsibility:-

- Planning and coordinating administrative procedures and system to streamline processes.
- Responsible for monitoring inventory of office supplies, stationary and purchasing of new materials with attention to budgetary constraints.
- Manage the utilities bill and their payment like mobile bills, electric bill, water bill, and land line and fax line bills.
- Review edit and prepare documents for executive signature.
- Prepare invoices and quotation.
- Follow up payment against the submitted invoices.
- To check and prepare reports for the local purchase items and its bills.
- Sourcing and scheduling employees' vacation in the ERP.
- Responsible to keep track of time sheet in the ERP.

4. MAY 2013 – JAN 2014

Company – HERO FINCORP, NEW DELHI, INDIA
Designation – OPERATION EXECUTIVE

Job Responsibility:-

- Liaison between management and dealers regarding the vehicle payment issues.
- Disbursement: Managing the disbursement process for two wheelers handled by the branch.
- Utilize the documents for disbursement as per company policy.
- Coordinating end to end disbursement process for the branch.
- Ensuring that the sanctioned loan for the branch is disbursed within turnaround time.
- Contract loading system and run payment to disburse for the dealer.
- Process vendor payment.
- Inter department coordination.
- Preparation of various MIS Reports.
- Use the FINN ONE (PDC MAKER & AUTHORIZATION).
- Generation of loan account number which has to be used for all further correspondence regarding the loan till disbursement.
- Customer KYC Verification.

- Coordination with the bankers and filed executive.

5. MAY 2014 – DEC 2014

Company – UAE EXCHANGE AND FINANCIAL SERVICES, DELHI
 Designation – GOLD Loan Executive

Job Responsibility:-

- Follow up with the walking customer in branch and converting them for the loan.
- Saving Xpress Money, money Gram and western union payment for the customer.
- Processing foreign exchange payment for the customer and uploading their KYC in the system.
- Corresponding with the credit manager for a particular loan (PL, GL, VL) for the approval.
- Attending meeting with the branch manager for the business development.
- Doing Knopy marketing and promoting company services in the market.
- Generating contact details and regular follow up till materializes.
- Selling personal loan, Gold Loan, and vehicle loan in the market.
- Achieving targets by regular follow up or by cold calling.
- Selling foreign currency at a competitive rates.

Professional Qualification

- MBA (FINANCE) 2009-2011
- Certification in computer Advance Computer software with Grade A

Academic Qualification

- MA ECONOMICS- 2008 from AMU ALIGARH
- BA ECONOMICS-2006 from AMU ALIGARH
- 10TH+2 BIEC PATNA 2003
- 10TH BSEB PATNA 2001

Personal Strength

- Reliable, honest, hardworking, team player and can work under pressure and can work long hours

Personal Details

Date of Birth	:	10-10-1986
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	English, Arabic, Hindi & Urdu
Passport Number	:	S 8182789
Passport Issue Date	:	27-02-2019
Passport Expiry Date	:	26-02-2029
Place of issue	:	Patna