

# NAME- ENAYAT - ANSARI

**7 YEARS OF EXPERIENCE IN THE GULF REGION (2017-2024)**

**01-05-2024**

**MODERN WINDOWS UPVC DOORS & WINDOWS L.L.C. 🇮🇲**  
**AS A PRODUCTION SUPERVISOR.**  
**MATERIAL ESTIMATOR.**

**Supervising and coordinating the production process to ensure efficient and timely delivery of high-quality UPVC windows.**

**20-11-2022 – 10-11-2023**

**TUNA DOOR & WINDOWS L.L.C. 🇮🇲**  
**AS A INDOOR SALES EXECUTIVE & CUSTOMER COORDINATOR**

**Managed customer inquiries, provided quotes, and product knowledge of UPVC windows and doors. Built and maintained strong relationships with customers**

**01-02-2022 - 17-10-2022**

**WINDOWS 2000 UPVC WINDOW & DOORS L.L.C. 🇮🇲**  
**AS A SURVEYOR & COORDINATOR**

**Installed and repaired UPVC windows and doors**  
**Conducted site surveys and measurements**  
**Collaborated with sales teams to ensure customer satisfaction**

**26-12-2017 - 21-01-2022**

**ALDHAREEZ NATIONAL ENTERPRISES 🇮🇲**  
**AS A FOREMAN & SUPERVISOR**

**Fabricated UPVC windows and doors**  
**Installed and assembled fenestration systems**  
**Ensured quality control and met production deadline**

## EDUCATION

**S.H.SECONDARY SCHOOL.**

**HIGHER SECONDARY EXAMINATION**

**PANDIT DIN DAYAL INTERMEDIATE. COLLEGE**

**INTERMEDIATE**

**ALLAHABAD BOARD**



## Professional Overview:

Dedicated and results-driven sales professional with a strong passion for achieving excellence in sales and customer satisfaction. Seeking a challenging role that utilizes my skills and experience to drive business growth and expansion.

## SKILLS SUMMARY



**+968 97279648**

**+91 7081831399**



**enayatansari56@gmail.com**



**P.o Box;400,Pc:122 A**  
**Seeb,Sultanate of Oman.**

## LANGUAGE

- English
- Arabic
- Urdu
- Hindi

## EXPERTISE

- Documents preparation
- Software Skills
- Microsoft excel
- Word excel
- Mepose software
- Critical Thinking
- Leadership
- Team Work
- Time Management

## **RESPONSIBILITY**

- - **Managed a team of sales executives, setting targets and monitoring progress**
- - **Coordinated sales schedules, ensured timely document submission, and maintained accurate records**
- - **Responded to customer complaints, provided after-sales support, and resolved issues promptly**
- - **Conducted market research, analyzed sales trends, and developed strategies to increase sales**
- - **Collaborated with cross-functional teams to achieve business objectives.**
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## **PERSONAL DETAILS**

- **DATE OF BIRTH - 5 JULY 1995**
- **MARITAL STATUS - UNMARRIED**
- **PASSPORT NO. - R1044188**
- **CIVIL ID NO. - 113155718**
- **MOBILE - +968 97279648  
+91 7081831399**
- **NATIONALITY - INDIAN**



# TUNA

DOORS . WINDOWS

Date: 10th November 2023

**Sub: Experience Certificate**

**TO WHOME SO EVER CONCERN**

This is to certify that **Mr. ENAYAT ANSARI** was working with us as Sales Executive and Document Controller from 20-November-2022 to 10-November 2023. During his tenure he was hard working as best Salesman and Document Controller, based on the outstanding performance on the field of Upvc Windows & Doors (Thermal Break) and Surveyor (Interior & Exterior ) and his conduct was good.

We wish him success in his future assignments.

Thanks & Regards,

HR Manager

