

AVAILABILITY: **IMMEDIATE**



ANSARI HAIDARALI N

Makhdum park asrefnagar himatnagar dist sk gujrat

india Mobile (india)+918401126344

Whats app india +918401126344

Email –ansarihaidarali74@gmail.com

SKYPI-HAIDAR9855

Objective

I want to get opportunity where I can expand my professional knowledge and experience to work as a computer operator and clerical Work to benefits of me and also for a company.

Skills

- Sales Executive show room cunter sales
- Excellent knowledge of Daily Bank Transaction.
- Excellent Communication Skills.
- Brilliant team player and highly organized.
- Multi tasks and problem solving abilities.
- Punctual with an ability to interact Sincere with staff and management.
- Known Languages (English .Hindi.Gujrati.Arbic)

Work Experience

TATA MOTORS (Authorized Deale)

Sales Executive And And Show room Supervisor All work Cunter Sales Out Door Fild Work And Rto Management in Workshop

GULF OMAN :-HVAC Duct Man Work And All Pi Duct Insuletat Work Two Year Oman Muscut City 2016 to 2018 Working Rop project ,Cosmos,Osco

Job Role:

- Responsible to handle all office equipment like, computer, all type of printer, phone, fax, Xerox machine etc.
 - Handle Company Billing and Customer's Billing.
 - Responsible for Vehicle Sale Letter and RTO.
 - Handle Daily Cash, Deposit, Chaque, DD, RTGS etc.
 - Responsible to maintain office documents files.
 - Workshop Supervisor costumer hendel
- Warranty Submission Management in Workshop

Qualification Record**Graduation B.A (With Psycology)**

North Gujarat University – Patan, Gujarat (India)

HSC Arts (With English)

Board of Higher and Secondary Education – Gandhinagar, Gujarat (India)

Professional Qualification**Computer Application**

(Ms- Office.Course on **Computer Concepts (CCC+)**)

Personal Information

Date of Birth	:	Jul16 th , 1990
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Single
Religious	:	Islam (Muslim)

Declaration

I hereby declare that the above mentioned all information is true and correct to the best of my knowledge and belief. If you give me a chance to prove my ability and experience I am very appreciate and I assure you that I always done my job very sincerely with honest manner.

ANSARI HAIDARALI

• .

AVAILABILITY: IMMEDIATE