**ANSARI**

[Ansari-391369@2freemail.com](mailto:Ansari-391369@2freemail.com)

**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 Company Billing and Customer’s Vehicle Billing.
* Excellent knowledge of Daily Bank Transaction.
* Excellent Communication Skills.
* Brilliant team player and highly organized.
* Multi tasks and problem solving abilities.
* Remarkable analytical and coordination skills.
* Sincere, punctual with an ability to interact with staff and management.
* Known Languages (English .Hindi.Gujrati.Arbic)

**Work Experience**

**TATA MOTORS LTD (Authorized Dealer Hero MotoCop. Ltd)**

Cashier And Sales ExecutiveAnd Workshop Supervisor And Rto Management all work

**HVAC company as superviser work and menegment all Pi duct insuletar work oman muscut city 2016 to 2018**

**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.
* Complete other task provide by our secretary.
* 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**

**Diploma in Computer Application (DOEACC)**

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

**Personal Information**

Date of Birth : Jul16th, 1990

Nationality : Indian

Sex : Male

Marital Status : Single

Religious : Islam (Muslim)