Ansar

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**CAREER OBJECTIVE**:-

 To be part of an organization which uses my skills and expertise in its process of growth and change,

 while giving me ample opportunity to learn and enrich my competence and to be seen to have

 contributed meaningfully in attempt to achieve the right consensus and to use my skill sets for the

 progress of the company I work for.

**Profile Summary :-**

* Hold a Bachelor Degree in Arts.
* Excellent communication skills.
* Self-motivated, comfortable in taking initiative & working under minimum supervision.
* Detail-oriented, efficient & organized professional with an extensive experience in accounting systems.
* Possess strong analytical & problem solving skills, with an ability to make thought out decisions.
* Resourceful in completing projects & efficient in multi-tasking.
* Can work under pressure & meet deadline without sacrificing quality of output.

 **EDUCATIONAL QUALIFICATION:-**

* Passed **H: S: C** in the year **2003** under **Board of** **Secondary Education, Odisha** .
* Passed **+2** intermediate in Art in the Year of **2005** under **C.H.S.E Bhubaneswar , Odisha**.
* Passed **+3** Bachelor degrees in Arts in the Year of **2008** under **Utkal University,**

 **Bhubaneswar Odisha .**

**COMPUTER KNOWLEDGE:-**

* **Operating System:** Windows XP, Windows 07, Windows 98 & Excel.
* **Application Package:** MS Office 2003/2007, Internet Applications, Tally 9.0, ERP & Oracle.

* **DCHNE**
* Customized Software
* Accounting practice, Billing practice, Store practice.

**TOTAL PROFFESTIONAL EXPERIENCE:- 6.5 YEARS**

**Company : Automech Heavy Industries Ltd (Automech Group of Companies)**

 **Jebel Ali, Dubai, U.A.E.**

**Duration : Since June 2012 – Till Date**

**Designation : Document Controller**

**Job Responsibilities:**

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| --- | --- | --- |
| * Receive work order from commercial and go through the details & entering in the system.
* Daily timesheet entry in ERP system.
* Preparation of DO as per the details provided by engineers.
* Daily entry of the incoming materials in the ERP system.
* Data maintained in the excel sheet.
* Major document submit to client as per the requirement.
* Responsible for weekly basis time sheet entry of the employee in the system
* Preparations of sub-contractor entry as per quotation and clearing the running bills of the Sub-contractors.
* Complete coordination with sub-contractors for the invoicing.
* Maintaining record of invoicing activities.

**Company : Voda Phone LTD , Bhubaneswar & Odisha, India.** **Duration : Since July 2011 – May 2012****Designation : System Administrator** **Job Responsibilities:**

|  |  |
| --- | --- |
| * Customer details receiving & entering in the system.
* Keeping record of all customers details in the system.
* Entering special data in the software designed by company.

**Company : Fly king Express, Bhubaneswar & Odisha, India.** **Duration : Since July 2008 – June 2011****Designation : Data Entry Operator** **Job Responsibilities:**

|  |
| --- |
| * Inward entry of all the documents received and outwards entry of all the documents sending.
* Details of the documents entering in the software for data base.
* Keeping track record of incoming & outgoing documents.
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**PERSONAL ATTRIBUTES:-**

* Appropriate communication skills.
* Incredible management & interpersonal skills.
* Have an insight & dedication for a deserved & equitable society.

**CONCLUSION :-**

* This is brief about me. I am hopeful that I will come up to your expectations and I assure that if you require any services in your Organization. I have the abilities to give you the best you need.

**PERSONAL PROFILE :-**

Data of Birth : 15th APRIL 1986

Nationality : Indian

Religion : Islam

Category : General

Sex : Male

Marital Status : Single

Language Known : English, Hindi ,Urdu & Oriya

**DECLARATION:-**

I would like to propose my above candidature, for any suitable position in your esteemed organization. If given an opportunity, I will surely prove myself to be a successful and loyal employee. Look forward to hearing from you in anticipation.

I do hereby declare that the information finished is true to the best of my Knowledge.