

Curriculum Vitae

AURANZEB ANSARI

[0523866329](tel:0523866329)



Profile:

A hospitable, presentable and hardworking team player who possesses a high standard of personal appearance and hygiene, always focused on making sure that every customer is served to the highest possible standards by having an outgoing, polite and professional attitude towards all patrons. Constantly working hard to ensure that customer expectations are met and that their time being served is a memorable experience

Personal Details:

- ❖ Nationality : Nepali
- ❖ Date of Birth : 21th Sep, 1991
- ❖ Religion : Muslim
- ❖ Gender : Male
- ❖ Marital Status : Married
- ❖ Language Known : English, Hindi & Nepali

Educational Qualification:

- ❖ BBS (Bachelor of Business Studies) from Tribhuvan University (TRMC Nepal)
- ❖ 12th Higher Secondary Education Board -(HSEB Nepal)
- ❖ 10th Nepal Secondary Education Board -(NSEB Nepal)

Computer Skills:

- ❖ Accounting Package
- ❖ M/s Office, Excel, PowerPoint, photoshop, payroll Software
- ❖ Typing Skill -75 WPM
- ❖ Internet & Emails
- ❖ Others Basic Computer Knowledge

Work Experience:

COMPANY : **GETC W.L.L(QATAR)**
DESIGNATION : Office Secretary / Document Controller
Duration : 16th Mar 2015 to 18th June 2019
Location : Alkhor Qatar

COMPANY : **Rajesh Metal Crafts Pvt. Ltd . (NEPAL)**
DESIGNATION : Account Assistant
Duration : 1st June 2010 to 11th Nov. 2014
Location : Birgung, Nepal

COMPANY : **Triveni Synpacks Pvt. LTD. (NEPAL)**
DESIGNATION : Supervisor
Duration : 28th Oct. 2008 to 10th Jan. 2010
Location : Birgung, Nepal

Duties & Responsibilities:

- Building productive, collaborative relationships with employees, and HR business partners.
- Assisting with employee relations.
- Reviewing resumes and applications sent in by job applicants.
- Maintaining employee files and the HR filing system.
- Advising employees and helping them make informed decisions about their careers.
- Conducting pre-employment background checks on prospective employees.
- Helping employees with benefit issues.
- Examining employee records to answer inquiries and provide information to authorized.
- Scheduling interviews for job applicants.
- Preparing badges, passes, and identification cards for staff.
- Assembling new hire information packs.
- Reviewing staff monthly vacation reports.
- Responding to applicants regarding job openings.

Motivation Initiatives

- Motivated and organized relevant market data which was shared by sales staff.
- Ensured internal communication was efficient throughout company; sales, marketing and customer support.
- Tracked sales (using computer or spreadsheets) to provide accurate reports.
- Participated in conferences, group meetings, trade shows and exhibitions to deliver presentations on customer sites – Demonstrated new products/services at various sites used by company's clients.
- Monitored competitor activities closely to identify any business threats.

Passport Details:

❖ Passport No : 08061396
❖ Date of Issue : 10th Nov, 2014
❖ Date of Expire : 09th Nov, 2025
❖ Place of Issue : Nepal

Skills:

- ❖ Very Energetic result oriented and organized.
- ❖ Courageous true towards the duties.
- ❖ Have a high respect for customer's service.
- ❖ Always keep on smiling under pressure.
- ❖ Efficient and well behaved person.
- ❖ Extremely hardworking self motivated and able to work independently.
- ❖ Keep excellent inter personal relations with colleagues and ready to help them.

Declaration:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience.

