

AMAN ANSARI



My Contact

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📍 Flat - 315, Block-B, The 7 Even Buildings, DIP-1, Dubai

🌐 <https://www.linkedin.com/in/aman-ansari-5a9497201>

Hard Skills

- Proficient in MS Office (Word ,Excel , Power Point , Outlook)
- Sourcing profile from Job Portal
- Communication
- Negotiation
- Good understanding of various job profiles
- Leadership

Soft Skills

- Quick Learning and Target oriented
- Observation
- Problem Solving
- Decision Making

Education Background

2021- 2023	MBA HR / FINANCE FUTURE INSTITUTE OF ENGINEERING TECHNOLOGY BAREILLY , UTTAR PRADESH
2017- 2020	BACHELOR BUSINESS ADMINISTRATION FUTURE INSTITUTE OF MANAGEMENT STUDIOUS BAREILLY , UTTAR PRADESH
2016 - 2017	INTERMEDIATE FR ISLAMIA INTER COLLEGE BAREILLY , UTTAR PRADESH
2014-2015	HIGH SCHOOL FR ISLAMIA INTER COLLEGE BAREILLY , UTTAR PRADESH

About Me

To land a challenging job in a reputable company so I may broaden my knowledge, skills, and learnings. Obtain a responsible career path that will allow me to make the most of my education and experience while significantly contributing to the organization's growth.

Professional Experience

CEI DESIGN CONSULTANCY PVT

LTD | HUMAN RESOURCE

(NOV 2023 – JAN 2024) (INTERNSHIP)

Key Responsibilities:

- Job Posting
- Screening Resume
- Daily Reports
- Cold Calling

SHRI BALAJI GLOBAL INSURANCE

SOLUTION PVT LTD | SALES EXECUTIVE

(MAY 2022 – JULY 2023)

Key Responsibilities:

- Customer Handling
- Have to give resolution regarding customer doubts and query
- Consult with the management team to develop long-term commercial plans
- Suggest budgets and improvements based on the above information
- Effective listening
- Adaptation different customer everyday with different culture and personality
- Quick and effective solution provider

RAAJ KHOSLA & CO. PVT LTD

HR ADMIN (JAN 2019– MARCH 2020)

Key Responsibilities:

- Coordinate meetings, manage calendars, and handle correspondence to ensure smooth operations.
- Maintaining Physical and Digital Personal Records
- Schedule Job Interview and contact candidates as needed
- Back Office Operations
- Time Management
- Update Internal database with new hire information
- Calendar Management

Certifications

- Advance Diploma in Computer Application
- Fundamental of Digital Marketing Social Media Strategy
- Human Resource Management
- Human Resource Payroll

Activities

- Participate In College Competition
- Member of event organizing committee

Reference

- Available on Request

Personal Profile :-

Date of Birth	04/04/1998
Father's Name	Mr. Naseem Ahmad
Marital Status	Unmarried
Nationality	Indian
Languages	I can read , write and speak (English , Hindi & Urdu)
Permanent Address	45, Jagatpur New Basti , Bareilly

Passport Details :-

Passport No .	W0209651
Date of Expiry	26/05/2032
Issued From	27/05/2022 :- BAREILLY
Visa Status	Visit Visa (Valid Till March 31 2024)

Declaration:- I hereby declare that the above details are true and correct to the best of my Knowledge .

Regards
Aman Ansari