

MOHAMMED FIROZ ALAM ANSARI



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Flat 113 A block al jawzaa international city phase 2 Dubai

Data Entry Operator

Organised Data Entry Operator with knack for accuracy and speed. Known for streamlining data management processes and enhancing team productivity. Proven ability to maintain high standards of data integrity while consistently meeting deadlines.

Skilful front-end developer focused on creating intuitive and responsive user interfaces. Capable of transforming complex design visions into seamless digital experiences through strong proficiency in HTML, CSS, and JavaScript. Committed to ensuring optimal performance and user satisfaction by leveraging modern frameworks and best practices.

Professional Experience

Najm Hataa technical Services L.L.C - Dubai

Data entry operator (April 2024 - Current)

- Managed bulk data entry tasks, ensuring timely completion.
- Photocopied, scanned and printed relevant data for manager.
- Generated weekly and monthly reports for managers.
- Transferred data from physical copies to electronic records.
- Verified accuracy of information and sorted information of documents for computer entry.
- Registered new customer account details in system.
- Updated office databases and records with accurate, current information.

PWG Group - Dubai

Sales Agent (January 2024 - March 2024)

- Developed relationships with customers by providing excellent customer service
- Generated leads through cold calling, online searches, and referrals from existing clients
- Created presentations and proposals for prospective clients
- Followed up with prospects on regular basis to ensure satisfaction with services provided
- Resolved customer complaints promptly and effectively
- Answered customer questions and responded quickly to problems and complaints in person, on phone and by email

P & L Group - Ajman

Data Entry (December 2022 – December 2023)

- Performed simple calculations and computer data entry
- Monitored data entry operations to enforce timeframe compliance
- Met productivity goals through swift, precise data entry
- Completed general data entry tasks with efficiency and accuracy
- Corrected data entry errors to prevent duplication or data degradation
- Identified needs of customers promptly and efficiently
- Planned and completed group projects, working smoothly with others

DIGITAL CODING – Delhi

Front End Developer (September 2021- August 2022)

- Cooperate with designers to create clean interfaces and simple, intuitive interactions and experiences
- Proven experience developing consumer-focused website using HTML, CSS, PHP AND JavaScript
- Gathered and defined customer requirements to develop clear specifications for creating well-organized project plans
- Developed website using WordPress, HTML, CSS, and JavaScript for the organization
- Developed and maintained user-facing webpages using HTML, CSS, JavaScript and jQuery
- Debugged existing code to identify and fix bugs or performance issues
- Ensured clean, valid HTML and CSS markup conforming to industry standards

Education

Diploma: Computer Science

R.C.M Polytechnic | Jahazgarh, Haryana, India
September 2018 - July 2022

Course: Full Stack Developer

Quadra Plus | Dubai, UAE
September 2022 – November 2022

Skills

- HTML
- CSS
- JAVASCRIPT
- MYSQL
- Data Entry
- Computer skills
- Document scanning
- Time-management
- Tracking documents
- JQUERY
- PHP
- LARAVEL
- BOOTSTRAP
- Real time data entry

Hobbies

- Listening Music
- Playing Football
- Photography