



Haji Mohamed Ansari

Branch Manager

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01 PROFILE

Branch manager with exceptional drive and dedication to accomplishing business objectives and exceeding customer expectations. Several year history of success in the field.

02 EMPLOYMENT HISTORY

Aug 2023 — Present

Doha

Branch Manager at Brilliant Education Centre

- Manage the Center, ensuring high-quality business activities with maximum quality, service, and profitability for the organization.
- Developing plans for the center's progress and growth.
- Support for all other departments and related issues.
- Developing plans for team activities includes a strategy to achieve targets.
- Developed and executed comprehensive marketing plans to raise awareness of the branch's products and services, resulting in an increase in sales revenue.
- Provided guidance and support to team members regarding problem resolution and customer service issues.

Aug 2018 — Apr 2023

Chennai

Branch Manager at Aakash Educational Services Ltd

- Successfully managed a team of ten employees, overseeing day-to-day operations of the branch.
- Analyzed financial data and prepared accurate, and timely reports for upper management.
- Coordinated with other departments to ensure timely and accurate resolution of customer issues.
- Meet the principals, coordinators, and management persons of schools for business generation. It involves traveling within assigned regions.
- Conducted regular performance reviews for all employees in the branch.

Jan 2017 — Jul 2018

Chennai

Academic Consultant at Toppr Technologies

- Work towards converting the client through the Demo. Monitored a group of telecallers on their day-to-day calling and guided them in a higher rate of conversions with rigorous follow-ups.
- Visited schools to sell our corporate products.
- Contacting potential and existing customers on the phone, by email, and in person.
- Handling customer questions, inquiries, and complaints.
- Conducted one-on-one meetings with students to discuss their academic progress.

03 EDUCATION

ARJ college of Engineering and Technology

Master of Business Administration - **MBA**

RDS college of Arts and science

Bachelor of Computer Applications - **BCA**

04 SKILLS

Teamwork

● ● ● ● ● ●

Leadership Skills

● ● ● ● ● ●

Effective Time Management

● ● ● ● ● ●

Computer Skills

● ● ● ● ● ●

Microsoft Office

● ● ● ● ● ●

Operations Management

● ● ● ● ● ●

Customer Service

● ● ● ● ● ●

Communication Skills

● ● ● ● ● ●

Hard Work and Dedication

● ● ● ● ● ●

Leadership

● ● ● ● ● ●

05 LANGUAGES

Tamil

English

Malayalam

06 PERSONAL INFORMATION

- Date of Birth - 06/27/1989
- Nationality - Indian
- Marital Status - Married
- Passport number - W8615910

07 DECLARATION

- The Information furnished above is true to the best of my knowledge.