

IRFAN ANSARI

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SUMMARY

Detail-oriented and highly motivated Operations Associate with over one year of experience in compliance operations and security management. Proven ability to organize, plan, prioritize, and schedule work assignments effectively. Skilled in managing complex queue systems and ensuring the safety, security, and integrity of systems and data. Strong problem-solving skills with extensive use of data collection and analysis. Fluent in English and experienced in collaborating with remote teams across multiple countries.

WORK EXPERIENCE

Officer - Security, Indigo

Aug 2023 - Present

- Ensure the safety and security of passengers, staff, and airport property by adhering to strict security protocols.
- Assist in the planning, organizing, and execution of security operations, ensuring compliance with regulatory requirements.
- Address and resolve security-related issues in real-time, utilizing analytical skills to ensure minimal disruption.
- Work closely with ground staff, security personnel, and management to ensure seamless operations and communication.

Survey Enumerator, Ministry of Statistics

June 2022 - Dec 2022

- Conducted comprehensive surveys and collected data on various socio-economic indicators.
- Engaged with respondents to gather accurate and reliable information, ensuring confidentiality and adherence to ethical standards.
- Entered collected data into the ministry's database, maintaining high levels of accuracy and attention to detail.
- Planned and organized fieldwork activities, ensuring efficient use of resources and timely completion of survey tasks.
- Worked collaboratively with team members and supervisors to ensure the success of survey projects.

Computer Operator, Aadhar Service Center

Jan 2021 - Jan 2022

- I efficiently managed and operated computer systems, ensuring their smooth functionality and adherence to established protocols. I effectively handled various tasks, including data entry, file management, and office support
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EDUCATION

Bachelor Of Science in Physics

June 2017 - Sept 2021

North Lakhimpur College

- Studied Physics, Chemistry, Mathematics.
- Specialization in Physics and Mathematics .

Higher Secondary in Science

June 2015 - June 2017

Reverend William Ward Junior College

- Studied Physics, Chemistry, Mathematics and English
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ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Structural Analysis, Microsoft Office Suite (Excel, Word, PowerPoint), Data collection, data analysis, problem resolution, Compliance, Queue Management, Data Analysis, SLA, Technology, Metrics, Security
- **Soft Skills:** Analytical, Mediation, Leadership, Communication, Collaboration, Organizing Customer Focus, Problem-Solving, Detail-Oriented
- **Languages:** Fluent in English (Speaking, Writing, Reading), Hindi, Assamese
- **Certifications:** ADCA, SQL Gold Badge, Excel