

CURRICULUM VITAE

MOHAMMAD SABIR ANSARI

Dhanbad Jharkhand India

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CAREER OBJECTIVE

To work in a progressive and growing organization where my skills are realized and my knowledge is enhanced for my personal development as well as for the benefit of the organization.

PERSONAL DETAILS

Name : **MOHAMMAD SABIR ANSARI**
Date of Birth : 22/04/1993
Gender : Male
Marital Status : Married
Nationality : Indian
Languages Known : English, Hindi and Arabic

EDUCATION QUALIFICATION

Name of Exam	Board / University	Passing Year
Metric	J.S.E.B	2009
Intermediate	J.A.C	2011
BCOM	IEC University	2016

TECHNICAL QUALIFICATION

Cleared: **-Diploma In Computer Science**

PASSPORT DETAILS

➤ Passport No. : **N4695515**
➤ Date of Issue : 14/01/2016
➤ Date of Expire : 13/01/2026
➤ Place of Issue : RANCHI

RESIDENCY DETAILS

➤ Civil Id No : **293042206084**
➤ Visa Status : 18# Article
➤ Date of Expiry : 10/12/2024

TOTAL WORK EXPERIENCE: 11 YEARS

OVERSEAS EXPERIENCE: 1.4 YEARS INDIA: 11 YEARS

Organization: - UNITED FACILITIES MANAGEMENT (Kuwait)

Position: - Document Controller with Technical background (IT HARDWARE AND NETWORKING)

Period: 21/11/2023 to Till Date

Site: - A l -Jazeera Airport(T5) Kuwait

Organization: - Cambodia Casino

Position: - Document Controller. _

Period: 13.06.2020 to 05.10.2023

Site: Cambodia

Organization: - Tathyam

Position: - Administrator/IT Support

Period: 13.06.2018 to 05.05.2020

Site: Mithan Power Plant Dhanbad.

Organization: - Star seven computers

Position: - Document Controller/IT Head _

Period: 15.02.2011 to 29.03.2018

Site: IIT ISM Dhanbad Jharkhand.

Organization: - Maraj Telecom (Airtel Network Vendor)

Position: - Administrator/ IT Head Support.

Period: 15.02.2010 to 29.01.2011

Site: - All Ranchi PNB Bank

Organization: - Samsung India (IKEA)

Position: Sales

Period: 11.10.2008 to 29.01.2010

Site:- Dhanbad Jharkhand india.

Skills

- Tracking workorder, PPM, Adding Spare With The using Of CAFM Tools.
- Provided document management support on multiple engineering projects.
- Performed daily document control tasks such as document scanning, filing and archiving.
- Developed document control procedures and policies for the organization.
- Maintained document control register and tracked document status.
- Liaised with clients and vendors to ensure timely delivery of documents.
- Prepared and distributed document control reports as required.
- Speak With Supplier.
- Purchasing tools and Material Need for Work.
- Coordinated document reviews and revisions with internal and external stakeholders.
- Created and maintained an electronic document management system.
- Performed quality assurance checks on all documents.
- Provided technical support and guidance to users for the document management system.
- Designing, developing, and testing computer hardware, including computer systems, circuits, and routers
- Evaluating and installing computer systems and networks
- Diagnosing and troubleshooting hardware and software issues
- Ensuring hardware and software is compatible with each other
- Performing regular maintenance and upgrades on existing systems
- Developing and documenting hardware standards and specifications
- Researching and evaluating new technologies
- Keeping up to date with hardware and software trends
- Providing technical support for hardware and software issues

Technical skills

Soft Skills:

- Organizational Skills
- Attention to Detail
- Time Management
- Communication Skills
- Problem Solving
- Collaboration
- Flexibility
- Data Management
- Documentation Skills
- Computer Literacy
- Teamwork
- Creative Thinking
- Critical Thinking
- Hands-on experience with MS Office and MS Excel
- Proficient typing and editing skills

Hard Skills:

- Document Management
- Filing Systems
- Data Entry
- Project Management
- Records Management
- Archiving Systems
- Document Retrieval
- Data Analysis
- Document Security
- Soldering
- Wiring
- Troubleshooting
- Testing
- Inspection
- Networking
- Maintenance

Field Experience:

Results-driven Office Administrator/ IT with 12 years of experience managing administrative/IT Support tasks and optimizing office efficiency. Skilled in coordinating schedules, streamlining processes, and ensuring smooth operations in fast-paced environments. Proven ability to prioritize tasks and meet deadlines, with exceptional attention to detail and accuracy

Duties & Responsibility

- Responsible for Review and update technical documents.
- Distribute project-related copies to internal teams
- File documents in physical and digital records.
- Retrieve files as requested by employees and clients.
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Responsible For Making Report As per Requirement.
- Making Attendance and Leave Report.
- All organizational documentation, including but not limited to cash flow statements and tax returns, is safely stored.
- Responsible for the security and accuracy of documents from completion to secure disposal.
- Oversee the day-to-day management of electronic documents, including the creation, naming, distribution, tracking, and filing of project documents.
- Proficient Hardware Technician with over 9 years of experience specializing in hardware configuration, diagnostics, and repairs. Skilled at troubleshooting and fixing network issues.
- Detail-oriented Hardware Technician with expertise in installation and maintenance of computer systems. Adept at performing routine checks to ensure hardware functionality
- Knowledgeable Hardware Technician with 9 years' experience in maintaining and upgrading systems hardware. Proficient in computer assembly and dis-assembly and known for excellent customer service

- Specializes in repairing and maintaining computer hardware including processors, modems, and data storage devices. Known for strong problem-solving skills
- Knowledge Of All Type Of CCTV Camera Installation/ Maintenance.

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge and experience.

Place: Kuwait

MOHAMMAD SABIR ANSARI

