



Contact

Al Nahda, Dubai, UAE

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ahmadakber5@gmail.com

EDUCATION

- High School from U.P. Board in Ist div (2013)
- Intermediate from U.P. Board in IInd div (2015)
- B.A. from Lucknow University in IInd div (2019)

PERSONAL INFO

- Date of Birth : 16/12/1997
- Gender : Male
- Marital Status : Single
- Nationality : Indian
- Language Known : English, Hindi & Urdu

SKILLS

- Excellent customer service skills
- Proficient in cash handling and transaction processing
- Strong communication and interpersonal abilities
- Attention to detail and accuracy in data entry and record-keeping
- Ability to work effectively in a team environment
- MS Office, Excel, Word, etc

PROFESSIONAL COURSE

- Advance Diploma in Computer Application
- Tally ERP-9
- Hindi, English & Urdu Typing
- D.T.P
- Coral Draw

AKBAR AHMAD ANSARI

PROFESSIONAL SUMMARY

Eager to leverage my diverse experience in cashiering, sales, clerical duties, and computer operations to excel in a dynamic work environment. Seeking a challenging role where I can utilize my skills in customer service, transaction management, and administrative tasks to contribute effectively to the success of the organization while continuously enhancing my professional abilities.

WORK EXPERIENCE

❖ CASHIER/SALES ASSOCIATE

Citykart, Lucknow, Uttar Pradesh

Duration: 1 year

Duties & Responsibilities

- Handled cash transactions, processed payments, and provided accurate change to customers in a fast-paced retail environment.
- Assisted customers with inquiries, product selection, and provided information about promotions and discounts.
- Maintained cleanliness and organization of the cashier area, ensuring a pleasant shopping experience for customers.
- Collaborated with team members to achieve sales targets and contribute to the overall success of the store.
- Participated in inventory management activities such as restocking shelves, conducting stock counts, and reporting discrepancies.

❖ CLERK/COMPUTER OPERATOR

Map Modern Public High School, Lucknow, Uttar Pradesh

Duration: 3 years

Duties & Responsibilities

- Managed administrative tasks including filing, record-keeping, and data entry using computer software and office equipment.
- Assisted teachers, staff, and students with inquiries, distributed materials, and provided support as needed.
- Prepared and maintained attendance records, reports, and other documents accurately and efficiently.
- Coordinated scheduling and logistics for school events, meetings, and appointments.
- Collaborated with colleagues to improve administrative processes and ensure smooth operations within the school.

Declaration

I declare that the information provided above is true and correct to the best of my knowledge

AKBAR AHMAD ANSARI

MAXIMUM STAY 60 DAYS



الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY
الإدارة العامة للإقامة وشؤون الأجانب - دبي
GENERAL DIRECTORATE OF RESIDENCY AND FOREIGNERS AFFAIRS - DUBAI



United Arab Emirates

إذن دخول الكتروني - eVisa



سياحة - سفرة - 60 يوم
Tourism - Single - 60 Days

إذن دخول رقم: 201/2024/11400050625
تاريخ ومحل الاصدار: 2024-05-06 دبي
تاريخ صلاحية الدخول: 2024-07-04
الرقم الموحد: 242065220
أجيز بدخول دولة الامارات العربية المتحدة الى:
الاسم الكامل: اكبر احمد انصاري محمد احمد انصاري
الجنسية: الهند
مكان الميلاد: لكنو اوتار براديش
تاريخ الميلاد: 1997/12/16
رقم الجواز: عادي / T1813546
المهنة: مندوب مبيعات
ENTRY PERMIT NO: 201/2024/11400050625
Date & Place Of Issue: 06-05-2024 Dubai
Valid Until: 04-07-2024
U.I.D. No: 242065220
Allowed to enter U.A.E to:
Full Name: Mr. AKBAR AHMAD ANSARI MOHAMMAD
AHMAD ANSARI
Nationality: INDIA
Place of Birth: LUCKNOW UTTAR PRADESH
Date of Birth: 16/12/1997
Passport No: Normal / T1813546
Profession: SALES REPRESENTATIVE
AROOHA TOURS AND TRAVEL LLC

تنبیه: ترحب بك دولة الامارات العربية المتحدة و تتمني لك إقامة سعيدة و يرجي التأكد من تعديل الوضع او المغادرة قبل انتهاء فترة صلاحية التأشيرة لتتمكن من الترحيب بك مرة اخرى
Note: The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, so we can welcome you again

دبي 2040
DUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

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नामांकन सं० / Enrolment No.
LA/16/27955

अनुक्रमांक / Roll No.
170730010054

लखनऊ विश्वविद्यालय

(नैक द्वारा A++ प्रत्यायित)



यतः अकबर अहमद अन्सारी ने इस विश्वविद्यालय के कला संकाय में बैचलर ऑफ आर्ट्स की उपाधि हेतु निर्धारित त्रिवर्षीय पाठ्यक्रम का अध्ययन किया और वे अपेक्षित परीक्षा में सन् 2019 में द्वितीय श्रेणी में उत्तीर्ण हुए/हुई ।

अतः प्रमाणित किया जाता है कि इस विश्वविद्यालय द्वारा इन्हें बैचलर ऑफ आर्ट्स की उपाधि प्रदान की गई ।

University of Lucknow

(Accredited A++ By NAAC)

Whereas AKBAR AHMAD ANSARI has pursued a three year's degree course prescribed by this University for the Degree of Bachelor of Arts in the Faculty of Arts and has been placed in the Second Division, having passed the requisite Examination in the year 2019.

This is to certify that he/she has been duly admitted to the Degree of Bachelor of Arts of this University.

लखनऊ (भारत)
Lucknow (INDIA)

दिनांक / Dated:

21 November 2020



S.No-405363



कुलपति
Vice Chancellor

AN ISO 9001:2000 CERTIFIED INSTITUTION

Microvision Computer Education



MICROVISION COMPUTER EDUCATION

266/721, Bhadewan, Khala Bazar Chauraha, Lucknow.

UNDER : **PROFESSIONAL INSTITUTE OF TECHNOLOGY**

REGD. BY - MHRD

BRANCH CODE: 050901

(YUVA GAYAN JAGRUTI SEVA SANSTHAN KENDRA)

REGD. BY U.P. GOVT.

REGD. NO. 0344

Estd. 2003-2004

Computer Learning Programme

This is to certify That Mrs./Miss/Mr. AKBAR AHMAD ANSARI

S/o, D/o, M/o, Sri MOHD. AHMAD . ANSARI

his successfully completed Course (Code) ADCA

from MAY-2015 - APRIL-2016

his/her performance has been grade (A+)

We wish him/her all the best for the future

Application No. 0489 Roll No. 0491




Centre Head


Seal


Director

Grade Details : A+=91%-100%, A=71%-90%, B+=61%-70%, B=51%-60%, C=50%