

#### Contact



Al Nahda, Dubai, UAE



+971507802887,+919519262895



ahmadakber5@gmail.com

#### **EDUCATION**

- High School from U.P. Board in 1st 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**

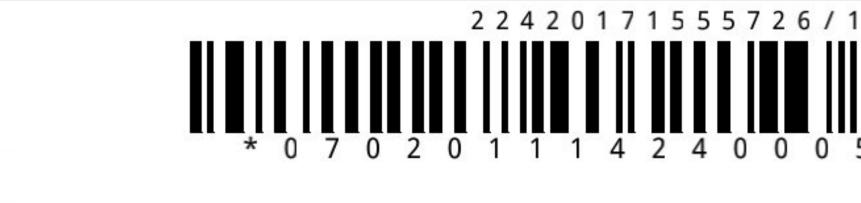


الهيئــة الاتحاديــة للهويــة والجنسيـة والجمــارك وأمـن المناهـذ FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY الإدارة المامـــة للإقامـــة و شـــؤون الأجـــانـب - دبــي GENERAL DIRECTORATE OF RESIDENCY AND FOREIGNERS AFFAIRS - DUBAI



United Arab Emirates

#### إذن دخول الكتروني - eVisa



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

ENTRY PERMIT NO: 201/2024/11400050625

إذن دخول رقم: تا ما الدران 00 07 00 2004

Date & Place Of Issue: 06-05-2024 Dubai

تاريخ ومحل الاصدار: 06-05-2024 دبي تاريخ صلاحية الدخول: 2024-07-04

Valid Until: 04-07-2024

ريع ... دن الرقم الموحد:

U.I.D. No: 242065220 Allowed to enter U.A.E to:

أجيز بدخول دولة الامارات العربية المتحدة الى:

Full Name: Mr. AKBAR AHMAD ANSARI MOHAMMAD

الاسم الكامل: اكبر احمد انصارى محمد احمد انصارى

AHMAD ANSARI

INDIA

الجنسية: الهند

Place of Birth: LUCKNOW UTTAR PRADESH

مكان الميلاد: لكنو اوتار براديش

Date of Birth: 16/12/1997

Nationality:

تاريخ الميلاد: 1997/12/16 .قد الحدان: عادد / 13546

Passport No: Normal / T1813546

رقم الجواز: عادي / T1813546

Profession: SALES REPRESENTATIVE

المهنة: مندوب مبيعات

لك إقامة

#### AROOHA TOURS AND TRAVEL LLC

Note: The United Arab Emirates welcomes you and

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تنبيه: ترحب بك دولة الامارات العربية العربية المتحدة و تتمني

wishes you

سعيّدة و يرجي التأكد من تعديل الوضع او المغادرة قبل

or leave

انتهاء فترة

before the visa expires, so we can welcome you

a happy stay. Please be sure to change your status

صلاحية التأشيرة لنتمكن من الترحيب بك مرة اخرى

again

2.040 CDUBAI



Director General of Residency & Foreigners Affairs

استوفيت الرسوم

الإدارة العامة للإقامة وشؤون الأجانب

لتتواصل مع الإدارة, يرجي الإتصال بخدمة أمر هاتف: 8005111 / 04-3139999 هاتف: For any inquiry please call AMER SERVICE tel: 04-3139999 / 8005111



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नामांकन सं0 / Enrolment No. LA/16/27955

अनुक्मांक / Roll No. 170730010054

## लल्जिक विरुप्ति साल्य

(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 दितीय 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)

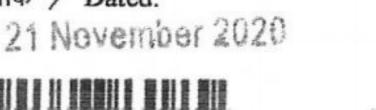
Whereas AKBAR AHMAD ANSARI

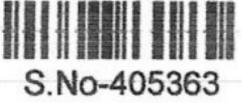
has

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









Asli-

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
	The state of the s	THE PARTY OF THE P	No. of Colonia, Name of Street, or other party of the Colonia, Name of S	The state of the s

S/0, 9/0, Str. MOHD · AHMAD · ANSARI

his successfully completed Course (Code) \_\_\_\_\_ADCA

from MAY-2015 - APRIL -2016

his/her performance has been grade \_\_\_\_\_ (At)

We wish him/her all the best for the future

Application No. 0489 Roll No. 0491



Centre Head





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