

## RESUME

### MOHAMMAD SAMDANI ANSARI

Cell +917992330566 , 8540896388

E-mail: mdsamdaniansari@gmail.com



#### PERSONAL STATEMENT

My primary objective as a ONLINE SERVICE & Computer Operator in CSC (Paragyakendra) is to contribute to the company's success by ensuring that all phases of maintenance and repair operations are done effectively and with minimal hassles. In order to do this, I will see to it that health, safety, and quality standards are met and the activities are cost-efficient. With three years of experience as a ONLINE SERVICE & Computer Operator in CSC ( Paragyakendra), I have honed my abilities in performing indispensable duties such as regular assessment of equipment and systems, performance appraisal, and prompt intervention to arising problems. This being said, I am confident that I will be an asset to the company.

#### SKILLS & ABILITIES

- ✓✓ Attendance of Employees , Labours & Security.
- ✓✓ Maintaining Leave/OT/Permission Slips
- ✓✓ maintaining time sheets and accurately inputting time and attendance data into the computer.
- ✓✓ Responsible for site supervising including day to day activities related to store, stock, construction, handling labors and managing.
- ✓✓ Ability to maintain good working relationships with personnel of other departments.
- ✓✓ Responsible for handling multiple site portfolios and for all operational activities, emergency response, safety, collection, regulatory compliance, re-development, customer interaction and development.
- ✓✓ To Handle and manage the Work in all Industrial, Airports, Mall & Multiplex, Hotels Etc.

#### WORKS EXPERIENCE

- ❖ 1. Working as a Own Bussiness ONLINE SERVICE & Computer Operator in CSC (Paragyakendra) from 15 August 2018 to Work In Continue.

#### PROFESSIONAL EXPERIENCE

- Completed the ITI Electrician from NCVT board with 75% of marks
- Completed the Computer Hardware A+ from NIIT CompTIA Certificate with 52.02% of marks

### QUALIFICATION

1. Completed the Secondary Education from JAC board with 52% of marks.
2. Completed the Senior Secondary Education from JAC with 50% of marks.

### COMPUTER KNOWLEDGE

- ❖ MS Word / Excel / Internet / E-mail.
- ❖ Completed the Computer Hardware A+ from NIIT CompTIA Certificate with 52.02% of marks
- ❖ Completed the Computer Networking N+ from NIIT CompTIA Certificate with 55% of marks

### PERSONAL DETAILS

Name : Mohammad Samdani Ansari  
Father's Name : Md Yunus  
Date of Birth : 21-08-1997  
Sex : Male  
Marital Status : Single  
Nationality : Indian  
Religion status : Islam

### PASSPORT DETAILS

Passport no : U5527304  
Passport issued date : 20-07-2021  
Passport expiry date : 19-07-2031  
Place of issue : Ranchi

### KNOWN LANGUAGE

Language	Proficiency	
	Verbal Skills	Writing Skills
English	Good	Good
Urdu	Good	Good
Hindi	Excellent	Excellent