

CURRICULUM VITAE



Lal Mohammad Ansari

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CAREER OBJECTIVE

To be part of a dynamic organization where learning and creativity would lead to effective problem solving and apply my knowledge for the progress of the organization.

Knowledgeable Computer Operator effective at setting controls and running specific daily tasks. Collaborative and communicative with a proven history of quickly fixing minor issues and helping resolve more advanced problems. Meticulous in data management procedures.

Dependable Computer Operator specializes in accepting, transmitting and storing sensitive customer data. Maintains strict adherence to applicable regulatory and legal requirements to mitigate risk and liability. Trusted to handle exceptionally valuable and important digital assets for companies and customers alike.

ACADEMIC QUALIFICATION

Educational Details:

Educational Details: Qualification	Institute	Year of Passing	Percentage
High School	M.P.B.S.E. Bhopal	2005	50 %
H.S.C	M.P.B.S.E. Bhopal	2007	54 %
D.C.A.	T.I.T. Collage Sidhi	2008	61 %
B.A. III	A.P.S.V. Rewa	2010	55 %

Certificate Course and Training Attended:

Sr.No .	Certificate Course and Training	Institute	Year of Passing	Percentage
2	Tally 9.0	CETMAEP Collage Sidhi	2009	67 %

COMPUTER LITERACY

- Operating Systems: Windows 95, 98, 2000, XP, Windows 7.
- Software Packages: FoxPro, Dos, Debase, MS Office, XP, Outlook, Axapta Lotus notes.
- Currently Working with WMS, SAP (MM & SD Module)
- Currently working with Vehicle weight Programs (Every Weight Programming)

STRENGTHS

1. Teamwork: Ability to work in a team. I participated in many group assignments in college either for academic or extracurricular activities. Successfully organized team activities in achieving desired goals.
2. Adaptability / Communication: Ability to work in an environment with both rationality and responsibility. I can easily adjust to new surroundings and am able to establish communication with others with ease and comfort.

PERSONAL PROFILE

Father's Name : Shakhi Mohammad
Date Of Birth : 25/11/1987
Sex : Male s
Marital Status : Married
Nationality : Indian
Hobbies : Playing & Moves, Song & Reading

Languages Known: -

Languages	Write	Read	Speak
Hindi	Yes	Yes	Yes
English	Yes	Yes	No
Urdu	Yes	Yes	Yes

EXPERIENCE

Company Name	Department/post	From	To	Place
Orbit Artisans Pvt Ltd	HR/Admin, Computer operator	January - 2011	Dec. 2013	Baroda

- Office Record Inventory Systems Works and Civil line all Material Items Handling Paper Works Operation at Department of HR/ Admin, and admin related all office paperwork handling.
- Improved system reliability, meticulous documenting operational procedures and system configurations.
- Maintained up-to-date knowledge of computer software programs for optimal data entry results.
- Contributed to a positive workplace culture by actively participating in team meetings, offering suggestions for process enhancement where appropriate.
- Answered multi-line phone system, route calls, delivering messages to staff and greeting visitors.

Promoted a positive work environment through effective communication skills and fostering professional relationships among colleagues.

Company Name	Department/post	From	To	Place
Brakes India Pvt Ltd	HR/Admin, Computer operator	January-2014	Dec. 2015	Jhagadia

- Improved document organization with thorough file maintenance, archiving outdated records as necessary for efficient retrieval when needed.
- Maintained a high level of accuracy in data entry tasks, resulting in improved overall data quality.
- Delivered excellent customer service through prompt responses to client inquiries, addressing concerns effectively, and building strong relationships.
- Supported executive staff through scheduling meetings, coordinating travel arrangements, and preparing crucial documents.
- Organized office events such as holiday parties or team-building activities, promoting a positive company culture and boosting employee morale.
- Optimized calendar management for executives by scheduling appointments strategically while considering priorities and minimizing conflicts.
- Coordinated travel arrangements for staff, ensuring cost-effective and timely accommodations and transportation.
- Enhanced communication within office, establishing weekly newsletter summarizing key updates and achievements.
- Generated reports covering details about data, system operation, and error monitoring.

Company Name	Department/post	From	To	Place
Kohler India Corporation Pvt Ltd	HR/Admin, Computer operator	January-2016	Dec. 2021	Jhagadia

- Official works Material Vehicle Inward Outward Entry works and Material Gate Operation Handling Work at department of HR/Admin Office Assistant work filing, and report maintain.
- Developed filing system for historical documents, preserving important company records and improving access to information.
- Facilitated cross-departmental communication, organizing meetings to discuss project progress and align objectives.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping, and data entry for increased efficiency.
- Opened and properly distributed incoming mail to promote quicker response to client inquiries.
- Increased office participation in special events by creating newsletters with detailed calendars and other office updates.

Company Name	Department/post	From	To	Place
Kohler India Corporation Pvt Ltd	HR/Admin, Computer operator	March- 2023	Continue.	Jhagadia

I have work in Kohler India Corporation Pvt Ltd Systems (C/o Radiant Supply Chain Solution).

JOB PROFILE

Responsible for developing in-house procedure, SOP, relevant check list to compliance with safety expectations.

Trained junior staff in duties, safety procedures, company policies etc. for better improvements.

HR department official work employee invitation for company Interview joining

HR Office Emergency Room all Department watch any type problems to disentangle.

Material Gate Operation security main power and all post Training as per company police

HR staff and company plant HOD Vehicle Provide and Bus Transporting Works

get all types of illegal work done in the company in a legal way, I do not allow any kind of wrong work to happen in the company and pay attention to safety.

We take training about security guards and their duties I train them as told by HR.

We do our duty honestly, which I am told, we come to duty from time to time, there is no complaint in the company since we have been doing duty.

Official works Material Vehicle Inward Outward Entry works and Material Gate Operation Handling Work at department of HR/ Admin Office Assistant work filing, and report maintain

Assisted with human resources tasks such as updating employee files or submitting time-off requests per company policy guidelines.

Assisted in onboarding new employees, providing training materials, and coordinating orientation schedules to ensure smooth integration into the team.

Organized office events such as holiday parties or team-building activities, promoting a positive company culture and boosting employee morale.

Collaborated on special projects assigned by leadership, contributing research findings or coordinating event logistics as needed for success.

Optimized calendar management for executives by scheduling appointments strategically while considering priorities and minimizing conflicts.

Managed expense reports for executive staff members, ensuring accurate documentation of spending for budgeting purposes.

Managed scheduling for the executive team, balancing complex calendars to ensure optimal use of time.

Enhanced office environment, organizing spaces for better workflow and employee comfort.

Negotiated with vendors to reduce office supply costs, leveraging bulk purchase agreements.

Monitored office supplies inventory, ensuring availability of essential items without overstocking.

Improved staff morale by organizing recognition programs, acknowledging outstanding contributions and fostering positive work culture.

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

My Experience is my Resume I have very best knowledge of Store Keeping GRN, SAP & MS Excel & MS Word Systems & Axapta Systems.

Thank you

Date: -

Place: -

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