# SYED ANSAR



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## SKILLS

Post graduate diploma in computer application

Languages known English,

hindi,urdu,telugu

## 

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

#### 

### Supervisor

Ultra tech company

Worked in Shankarpalli for 3years as a supervisor.

- Issued orders and instructions for execution of work.
- Inspired workers towards better work performance.
- Monitored employee productivity and provided constructive feedback and coaching.

#### Accountant

Manthan logistics

Worked For 1 year as an accountant

- Accounts receivable and payable.
- Financial controls and reporting.
- Ensured financial records throughout the year.

#### Accountant

Famous road lines 5yrs in patancheru

#### Sales executive

Dasari Beverages

Worked in Ashok nagar for 6 months

- Set sales goals and developing sales strategies.
- Contacting potential and existing customers on the phone,email,and in person.
- Handling customer questions, inquiries and complaints.

#### **Event organizer**

Arora conventions

Worked in Begumpet for 2years with event management

- With clients to identify and ensure customer satisfaction.
- Organized facilities and details such as decor,catering,entertainment, transportation,location,invitee list,special guest,equipment, promotional material etc..

#### **Online Marketing strategist**

Al-sahir Garments & Industry (Dubai)

- Worked in UAE for 6 months as online marketing strategist
- Was responsible for developing, implementing and managing mark promote company and its products and services.



#### B com computers

Prathiba degree college Osmania University, vikarabad

#### Intermediate

Nalanda junior college vikarabad

#### S.s.c

Little Star high school, shankarpalli