

FARZAN ANSARI
TRANSLATOR
ENGLISH TO PERSIAN HINDI & URDU

320/1 NAYAPURA, Indore, M.P. (India)
Mobile no – 9755598655
farzan619@gmail.com

CAREER OBJECTIVE

To secure a position where by hard work, dedication and the ability to acquire new skills and add value to the Organization.

SUMMARY

I have completed 8+ year of experience in various fields.

EXPERIENCE

Organization: DESAI FRUITS & VEGETABLES PVT.LTD

Mar 2018 to Mar 2020

Designation: Assistant Manager, F&A

Company Profile: Desai Fruits and Vegetables Private Limited (DFV) is India's leading banana supplier, focused on both, the rapidly growing Indian domestic and global markets. DFV has developed a core strength in managing quality control right from tissue plant, providing full traceability right down the to the individual farmer field level. DFV's excellence stems from its technical know-how and ability to ensure end-to-end supply chain management.

Job Responsibilities: -

- Handling all the activity of Finance and Accounting.
- Managing and Tracking daily import dispatches such as for Gulf countries.
- Adequately manage the receiving of goods.
- Supporting to team members and other departments in their work whenever they required.
- In terms of proper planning and managing do the process analysis and effort to secure the capital.

Organization: VIDEOCON SERVICES PVT. LTD.

JAN-2017 to Mar-2018

Designation: MIS Co-Ordinator, Air Conditioning

Company Profile: Service provider to Voltas, Whirlpool, LG, Blue star and Videocon. Deals in Domestic & Commercial Air Conditioning systems and work as a sub-contractor with Consultants of Construction Projects in Real Estate, Hospitals, Hotels, Restaurants and Pharma Industries.

Job Responsibilities: -

- Execution and Monitoring of PM activities in the period of AMC, CAMC and Warranty.
- Appropriately manage the resources of manpower and material to achieve an effective control on the work front.
- Collection & monitoring of receivables for various contracts. Complaint Management: Ensuring the proper logging of complains in given system and reviewing on pending complaints.
- Ensure reconciliation of database monthly & Inventory control of mandatory spares.
- Adroitly handle team of Technicians & Operators.
- Interact with customers on their major issues and effort to solve those issues in given time frame.

Organization: BHARTIA AIRTEL LIMITED

JUN-2011 to DEC-2016

Designation: MIS Co-Ordinator

Company Profile: leading telecom company in India and offer a wide bouquet of integrated services.

Job Responsibilities: -

- Stringently auditing the documents and update missing and incomplete paper work.
- Providing professional sales and marketing expertise and give as backbone support to sales executives.
- Analyze and monitor the competitor's activities.
- Managing good relationships with external & internal clients & executives.
- Responsible for activation of cell numbers in a timely manner.
- Providing best solution to a customer as well as sales executive as per their demand.
- National account acquisition & activation.
- Participates with seniors in channel sales strategies.
- Managed and track daily sales records from the executives.

ACADEMIC QUALIFICATION

Degree	Branch	Board/University	Year
M.A.	History & Archaeology	Kuvempu University, Shimoga, Karnataka	Perusing
M.B.A.	International Business	Sapphire Institute of Business Management, Indore	2019
Bachelor of Engineering	Mechanical	M.I.T. College Indore – Affiliated To Rajiv Gandhi Technical University Bhopal (M.P.)	2009

SKILLS

Professional	Personal	IT
Decision Making	Positive attitude & Responsible	Operating systems: Win 2000 to Win 10
Planning & Management	Honest & Integrity	MS Office: Word, Excel, Power Point
Technical Support	Self-Motivated & Highly Organized	Corel Draw, Paint, Page maker
Negotiation	Ability to work hard	Unigraphics NX 6
Customer Relation	Team work	Internet Explorer: Fire Fox, Search Engines
Professional Demeanor	Communication, Problem Solving	Translator for Hindi, Urdu, Persian

ACHIEVEMENTS

- Won consolation prize at Intra-College poem recitation competition.
- Captain of the Soccer team in final Year of the College.
- Won the first prize in Inter School GK Quiz Competition in 2001.
- Won the first prize in Inter School Math's Competition in 2002.
- Won 2nd prize in Xth standard in Handwriting Competition.
- Participated in state level Hockey competition.

LANGUAGES

- English Fluent
- Urdu Fluent
- Hindi Fluent
- Persian Fluent

HOBBIES

- Crazy about history & archaeology.
- Reading Urdu and Persian Literature
- Playing and watching soccer.