**FARZAN ANSARI**

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**D.O.B. 21/07/1987**

**PROFESSIONAL SNAPSHOT**

**Functional competencies –**

5+ years experience in Transcription & Translation in English, Hindi, Urdu, Persian and Spanish.

2 years experience as Assistant Manager & Translator at Desai Fruits & Vegetables Pvt. Ltd. (GJ)

1 year experience for Videocon Service Centre as MIS Executive

5 Years and 6 months experience in Telecom.

2 years of experience in Mechanical field.

**CORE STRENGTHS**

Significant experience in an organization mentoring new techniques.

Enjoys sharing knowledge and encouraging development of business to others to achieve team goals.

Refined planning and organizational skills that balance work, team support.

Experience in preparing and analyzing report data for management accurately & to timescales.

Managed team of 10 people.

Experienced in effectively communicating with the clients and getting in detailed knowledge of their requirements and delivering the product within the given deadlines maximizing the Client satisfaction.

Effective Communicator with excellent Relationship Management skills, as well as the ability to relate to people at any level of business.

Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality.

Detail-oriented worker with administrative experience.

Audited each documents of companies & persons to update incomplete and missing paperwork in a timely manner.

**EDUCATION CREDENTIALS**

Pursuing M.A. (History & Archaeology) – 2019-….

Kuvempu University, Shimoga

M.B.A. (International Business) –2017-2019…………69%

Sapphire Institute of Business Management, Indore

Bachelor of Engineering (Mechanical) – 2005-2009…………65%

Malwa Institute of Technology, Indore

Higher secondary examination – 2005………..50%

School of Excellence Bal Vinay Mandir, Indore

Secondary school examination – 2003…………67.2%

St. Umar Hr. Sec. School, Indore

**EMPLOYMENT CREDENTIALS**

**Sharp Metals – July 2009-june 2011**

Worked as a Production Engineer.

Handled production of civil construction equipment.

Single-handedly managed team of 20 members.

Monitoring productivity chart.

**(Bharti Airtel ltd) – June 2011 - Dec 2016**

Worked as a MIS coordinator.

Managed team of 10 members.

Auditing each & every documents to update missing &incomplete paper works.

Monitoring Competitors.

Providing professional sales & marketing expertise & back up to sales executives.

Managing relationships with clients, internal members & executives.

Responsible for activation of cell numbers in a timely manner as well as provide best service to the customer.

Responsible for all paper works that is required.

Providing best solution to a customer as well as sales executive as per their demand.

National account acquisition & activation.

Channel sales strategies.

Managed & track daily sales from the executives.

Answering customer question about tariff & plans.

**Videocon Services pvt ltd – Jan 2017 – March 2018**

Working as MIS coordinator.

 Managing team of 15 members

 Responsible for taking calls and complaint from the customers and deliver to executives

 Providing solution to customers

**Desai Fruits & Vegetable Pvt. Ltd – March 2018-March 2020**

 Working as an Assistant Manager (Finance & Accounts)

 Translator for Persian language

 Manage & track daily dispatch & receiving of product

**Freelance Translator**

Experience freelancer for translation, subtitling English to Hindi, English to Urdu, English to Persian & vice versa.

Worked on various linguistic projects

Movies subtitle translation

Series episode subtitling translation (Marvel Studio)

QC for Hindi Urdu & Persian

**Languages**

English, Hindi, Urdu, Persian, Spanish

Domains

General, Mechanical engineering, Life Science, Legal, Finance, Medical etc.

**COMPUTER SKILLS**

Corel Draw, M.S. Office, Unigraphics NX 6, Photoshop, SDL Trados studio, Hindi, English typing.

**ACHIEVEMENTS**

Won the first prize in 2001 in Inter school GK Quiz Competition.

Won the first prize in 2002 in inter school math’s competition.

2nd prize in Xth standard for Handwriting competition.

Participated in state level hockey.

**EXTRA CURRICULAR ACTIVITIES**

Won consolation prize for one year at intra-college poem recitation competition.

Was the captain of the college soccer team in final year.

**HOBBIES**

Listening soft music

Reading Urdu and Persian, Spanish Literature

Playing and watching soccer and cricket.