

MOHD AMIR ANSARI

ADMINISTRATIVE EXECUTIVE

+91 6387992094 | zehaan023@gmail.com | Kanpur, Uttar Pradesh, India

Nationality: Indian | Open to relocation across the GCC | Visa status: Available upon request

PROFESSIONAL SUMMARY

Detail-oriented Admin Executive with 2+ years of experience delivering accurate, high-volume administrative and back-office support in fast-paced, compliance-driven environments. Proven track record in data management, document verification, and risk/fraud-control processes for leading financial services providers. Skilled in MS Office, CRM, and ERP platforms, with strong organizational discipline, confidentiality standards, and cross-functional coordination. Seeking to bring proven accuracy and process discipline to an administrative or back-office support role in the GCC.

CORE SKILLS

- Administrative & Office Management
- Data Entry & Database Management
- Documentation & Filing Systems
- Compliance & Risk Verification (RCU)
- MS Office (Excel, Word, Outlook, PowerPoint)
- CRM & ERP Systems
- Scheduling & Calendar Coordination
- Confidential Data Handling

WORK EXPERIENCE

Admin Executive | Rishiraj Management & Services Pvt Ltd

- Delivered end-to-end administrative support across data entry, document verification, and records management, consistently maintaining 100% accuracy across high-volume daily workloads.
- Prepared and delivered timely operational reports to management, enabling informed, data-driven decision-making.
- Maintained and updated confidential databases and files in strict accordance with data-protection and organizational compliance standards.
- Liaised and coordinated across multiple departments to streamline workflows and ensure seamless day-to-day operations.
- Executed HDFC RCU (Risk Containment Unit) verification processes, independently validating customer and document authenticity to support fraud-risk mitigation and regulatory compliance.

Admin Executive | 3i Infotech BPS Pvt Ltd

- Managed accurate data entry, document verification, and record-keeping to support smooth back-office and administrative operations.
- Collaborated with internal teams to produce timely, precise reports and administrative documentation.
- Upheld data integrity and confidentiality across all database updates and file-handling procedures.
- Coordinated cross-departmental communication to ensure operational continuity and efficient task turnaround.
- Served as RBL Credit Card Validator, independently verifying applicant credentials and supporting documents to ensure accurate, compliant credit card processing.

EDUCATION

Intermediate (UP Board) — MAA SVM Inter College, Kanpur | 2016 – 2017

High School (UP Board) — Eqra Public HS School, Kanpur | 2014 – 2015

SOFT SKILLS

Attention to Detail • Organizational Skills • Team Collaboration • Problem-Solving • Multitasking • Dependability & Integrity • Communication (Written & Verbal)