

MOHD AMIR ANSARI

ADMINISTRATIVE & WAREHOUSE OPERATIONS EXECUTIVE

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

Nationality: Indian | Open to relocation across the GCC (UAE, Saudi Arabia, Qatar, Oman, Bahrain, Kuwait) | Passport: Active | Visa status: Available upon request

PROFESSIONAL SUMMARY

Versatile Administrative and Warehouse Operations professional with 3+ years of combined experience across compliance-driven back-office administration for leading Indian financial services providers and inventory/stock control in the marble, granite and natural stone industry. Recognised for maintaining 100% accuracy in data entry, document verification and stock control under strict deadlines, with hands-on expertise in KYC/RCU checks, confidential records management, and computerized inventory (ERP/Excel) systems. Now seeking to bring proven accuracy, integrity and operational discipline to an Admin, Compliance, or Store/Warehouse Operations role in the GCC.

CORE COMPETENCIES

Administrative & Office Management • Data Entry & Database Maintenance • Document & KYC Verification • RCU & Fraud-Risk Checks • Compliance & Regulatory Documentation • Confidential Data Handling • MIS & Operational Reporting • Warehouse & Inventory Control • Stock Auditing & Reconciliation • Material Handling & Dispatch • MS Office Suite (Excel, Word, Outlook, PowerPoint) • CRM & Inventory ERP Systems

WORK EXPERIENCE

Admin Executive — *Rishiraj Management & Services Pvt Ltd*

Jul 2024 – Aug 2026

- Delivered end-to-end administrative support across data entry, document verification and records management, maintaining 100% accuracy across high-volume daily workloads.
- Executed HDFC Bank RCU (Risk Containment Unit) verification, independently validating customer identity and document authenticity to support fraud-risk mitigation and regulatory compliance.
- Prepared and delivered timely MIS and operational reports to management, and maintained confidential databases in strict accordance with data-protection standards.

Admin Executive — *3i Infotech BPS Pvt Ltd*

Jun 2023 – Jun 2024

- Managed accurate data entry, document verification and record-keeping to support back-office and administrative operations, upholding data integrity and confidentiality across all updates.
- Served as RBL Bank Credit Card Validator, independently verifying applicant credentials and supporting documents to ensure accurate, compliant credit card processing.
- Collaborated with internal teams to produce timely, precise reports and coordinated cross-departmental communication for efficient task turnaround.

Storekeeper — *Kanchan Marbles*

Dec 2018 – Apr 2022

- Received, inspected and accurately recorded incoming consignments of marble, granite and floor tiles from quarry suppliers; issued materials against approved requisition slips.
- Maintained structured, well-labeled storage bays and yard sections, updated computerized inventory spreadsheets, and tracked material dispatches.
- Participated in scheduled physical stock counts, resolved discrepancies, and coordinated with purchasing and sales teams to confirm specifications and expedite shipments.

Storekeeper — *Shree Durga Marbles and Tiles*

Feb 2016 – Aug 2018

- Managed end-to-end storekeeper operations and warehouse yard inventory for marble slabs, granite blocks, ceramic tiles and natural stones, maintaining 100% stock accuracy.
- Conducted rigorous inward inspection against purchase orders, verifying slab dimensions, surface quality, colour consistency and transit damages; maintained real-time computerized stock records in MS Excel.
- Monitored stock levels and minimum order quantities, coordinated with sales/logistics on delivery challans and dispatch, and executed monthly/quarterly physical stock checks with variance reporting.

EDUCATION

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

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

LANGUAGES & KEY STRENGTHS

Languages: English (Professional Working Proficiency) | Hindi (Native / Fluent)

Key Strengths: Attention to Detail • Organizational Skills • Team Collaboration • Problem-Solving • Multitasking • Dependability & Integrity • Written & Verbal Communication