

# Mohd Shah Faisal Ansari



Aspiring IT Professional · BCA Graduate · Data & Report Handling

**Phone:** 9839609265 | **Email:** faisal776613@gmail.com  
**Address:** 132/388E, Babu Purwa, T.P. Nagar, Kanpur Nagar

**DOB:** 29 July 2003  
**Father's Name:** Abdul Salam  
**Nationality:** Indian

## Career Objective

To obtain an entry-level position in the IT/Software domain where I can apply my BCA knowledge and hands-on skills in documentation and data handling to contribute to organizational goals while growing professionally.

## Education

Degree / Exam	Institution / Board	Year	Score
BCA (Completed)	Allen House Business School, Rooma Kanpur (CSJM University)		
12th (UP Board)			77%
10th (CBSE Board)			75%

## Work Experience

### Assistant (Loss Assessor – Motor Vehicle Survey)

Prepared claim hub reports using MS Excel, Notepad and MS Word under a Motor Vehicle Surveyor. Responsibilities: data entry and validation, formatting reports, basic analysis, and documentation for claim files.

## Skills

- MS Excel (data entry, basic formulas, reporting)
- MS Word (professional documentation) & Notepad
- Report preparation & formatting
- Basic IT & computer operations

## Languages

English · Hindi

## Strengths

Quick learner · Hardworking · Team player · Good communication · Detail-oriented

## Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.