

## **MOHAMMAD ISRAIL ANSARI**

IT & Office/Executive Administrative Professional

Email: israil8757620334@gmail.com | Mobile: +91-8757620334, +91-7903997238

Location: Darbhanga, Bihar, India | Nationality: Indian

### **PROFESSIONAL SUMMARY**

A highly skilled IT & Administrative Professional with 15+ years of experience in IT support, office administration, document control, and project management. Proven expertise in IT infrastructure maintenance, networking, system administration, and office operations. Adept at handling large-scale administrative functions, workforce coordination, and technical troubleshooting. Strong analytical, problem-solving, and communication skills with a keen focus on efficiency and organization.

### **KEY SKILLS & EXPERTISE**

- ✓ IT Support & System Administration
- ✓ Hardware & Networking Maintenance
- ✓ Office Administration & Documentation
- ✓ Data & Records Management
- ✓ Technical Troubleshooting
- ✓ Project Coordination
- ✓ Workforce & Employee Management
- ✓ Arabic & English Communication
- ✓ Compliance & Safety Regulations

### **TECHNICAL SKILLS**

- ✓ Operating Systems: Windows, Linux
- ✓ Software Proficiency: MS Office (Word, Excel, etc.),
- ✓ Hardware Maintenance: Installation, Repair, and Troubleshooting
- ✓ Database Management: Data Entry, Document Control, Report Generation

## PROFESSIONAL EXPERIENCE

### Admin Executive/Officer

#### Civil Engineering & Construction, Darbhanga, Bihar | 2019 – Present

- Oversee daily office operations, administrative support, and document control.
- Maintain records, coordinate meetings, and handle workforce management.
- Implement IT solutions for efficient data management and office automation.
- Ensure compliance with company policies and government regulations.

### Admin Clerk (IT & Administration)

#### Hyundai Engineering & Construction, Kuwait | 2018 – 2019

- Managed IT support and office administration at Al-Zour LNG Import Terminal Project.
- Handled system installation, troubleshooting, and network maintenance.
- Ensured document control and compliance with Hyundai's safety and quality policies.

### Admin Officer / Secretary

#### Abdullah A.M. AlKhodari Sons & Co., Dammam, Saudi Arabia | 2014 – 2016

- Managed 2500+ employees at the project site, coordinating HR and administrative functions.
- Maintained and secured essential documents like passports, Iqama, and project files.
- Arranged accommodations and logistics for visiting delegations.
- Ensured smooth communication between the head office and project sites.

### IT Admin & Office Assistant

#### Al Shehili Factory, Riyadh, Saudi Arabia | 2006 – 2013

- Served as IT In-Charge for factory operations, managing all hardware and network issues.
- Handled WABCO EBS system installation for ALMARAI trailers.
- Supervised document control, data management, and digital transformation projects.

## EDUCATION & CERTIFICATIONS

☑ B.Sc. (Hons) – [L.N.M.U -Darbhanga] (1996)

☑ Advanced Diploma in Computer Hardware & Networking Maintenance – Jet King New Delhi

## LINGUISTIC SKILLS

✓ Fluent: English, Hindi, Urdu

✓ Proficient: Arabic, Nepali

## ACHIEVEMENTS & PROJECTS

☑ Successfully managed IT systems for Hyundai's LNG Project in Kuwait.

☑ Spearheaded document control system at Al Shehili Factory, Saudi Arabia.

☑ Handled 2500+ employees' administration & logistics at AlKhodari Sons & Co.

☑ Implemented WABCO EBS system for trailer management at Almarai.

## PERSONAL DETAILS

☑ Date of Birth: 2nd June 1974

☑ Permanent Address: S/o Late Abdul Jabbar Ansari, Mirza Hayat Baig, Urdu Bazar, Ward No. 30, Darbhanga, Bihar, India - 846004

☑ Religion: Islam (Muslim)

☑ Marital Status: Married

## DECLARATION

### PASSPORT DETAILS

PASSPORT No. Z6228312

☑ Passport Issue – Patna

☑ Date of Issue – 14-07-2021

☑ Date of Expire – 13-07-2031

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

✍ Signature: Mohammad Israil Ansari