**RESUME**

**Ravendra Tiwari**

Contact No. : 7000727049,9111483022

EMAIL-ID-ravendrat9111@gmail.com

DAV ROAD WAIDHAN SINGRAULI (M.P.)

**Objective:**

To work for an organization where I can explore my knowledge for the development of organization as an active member of a dynamic team while developing my skills yet further in emerging fields.

**Personal Strength :**

* High – Energy, work ethic and hard working.
* Easily adaptable to any new technology with minimum training.
* Interested in learning new things and in their fruitful implementation.
* Adaptable to new environment very easily & quickly.
* I prefer avoiding unnecessary arguments.

**Qualification Summary :**

* High school passed from M.P. Board Bhopal in year 2007 with 53%.
* Higher secondary passed from M.P. Board Bhopal in year 2009 with 56%.
* B.Com. completed from APS UNIVERSITY Rewa year 2012 with 64.1%
* M.Com completed from A.P.S. university Rewa yaer 2016 with 68%
* Tally (ERP-9) sonam academy Bhopal
* DCA MAKHANLAL UNIVERSITY BHOPAL .

**Professional Skill**

* -knowledge of Tally7.2&9.0 ERP & ERP Software.
 -Knowledge of Ms-Office, MS Excel, Internet
 -knowledge of computer programming and software

**Work Experience**

* Mahindra Show Room Bilaspur (C.G.) working as an Sale Executive from 1.2 year
* Cable Tech Machine Faridabad (HR.) as an Assistant HR Manager and Working Multiple Deptt. Purchase, Despatch and Etc from 1.5 Year.
* Present Time Working KFS Waidhan as an HR And Purchase manager.
* **Hobbies:-** Reading Books, listening Music and Play computer Games.

**Personal Details :**

* Name      : Ravendra Tiwari
* Date of Birth    : 15-oct-1991
* Father's Name     : Shri. Bhola Prasad Tiwari
* Mother's Name    : Smt. Lalita Tiwari
* Nationality     : Indian
* Strength      : Positive Attitude, Analytical Thinking.

**Declaration**

  I hereby declare that the above given information are true to best of my knowledge.

**Date :………………..**

**Place :……………….**

**(Revendra Tiwari)**