**DEEPAK KUMAR TIWARI**

Q. No. -6, Ward no.7,

North jhagrakhandcolliery

Manendragarh - 497446

Distt-Korea

Chhattisgarh-India

Email:deepak.ku.tiwari@gmail.com

Cell: 9827897290

**Objective**

Seeking a challenging position to utilize my skills and abilities in the area of office operations, finance and supply chain manegement this offers a professional growth while being resourceful, innovative, and flexible.

**ACADEMIC QUALIFICATION**

**Post Graduation (M.B.A) :** Master of Business Administration

(Finance)SikkimManipalUniversity

delhi – Year 2010.

**Post Graduation (M.com) :** GuruGhasidasUniversity( Bilaspur)

Chhattisgarh – Year 2005.

**Graduation (B.com) :** GuruGhasidasUniversity( Bilaspur)

Chhattisgarh – Year 2003.

**COMPUTER EDUCATION**

Certificate course in MS Office, Tally, Internet. And working on SAP and all computer software.

**WORK EXPERIENCE**

**Company name** **:** UltraTech cement Ltd. Manendragarh, C.G

**Designation** **:** Sr. commercial Executive

**Duration** **:** Sep-2014-Working.

**Job description**

* Leading a group of 1 account and 4 supervisors and other workers.
* Responsible for despatch and stock inward and managing orders.
* Managing logistics and stock reporting to senior officials.
* Responsible for store operations FIFO etc.
* experience in working in SAP.

**Company name :**Shriram Transport Finance Co. Ltd., Himachal Pradesh ,

**Designation :**Branch Team Leader Accounts/Credit.

**Duration :** Oct2011- Sep- 2014

**Job description**

* Led a group of 4 accounts and credit associates responsible for monthly financial reporting, cash collection and customer relations.
* Responsible for accounts and administrative function of the branch.
* Responsible for creating excel reports that generate necessary information to calculate the company's profitability.
* Responsible for loan disbursement, debt reconciliation and maintaining customer relations.
* Evaluate and sort the loan applications to forward them to senior officials.

**Company name :** MaaManglaIspat (Pvt.) Ltd., Raigarh , C.G

**Designation :** Asst. Accountant.

**Duration :** 1 Year.

**Job description**

* Responsible for administrative function.
* creating excel reports that generate necessary information to calculate the company's profitability.
* Manage accounts and maintain them in specified software.

**Company name :** Sterling Holiday Resorts (I) Ltd. Raipur. C.G

**Designation :** Marketing Executive.

**Duration :** 6 Months.

**Job description**

* generating sales by selling membership packages.

**Company name :** Bengal Chemicals & Pharmaceuticals Ltd. Manendragarh, C.G

**Designation :** Medical Representative.

**Duration :** 1 year.

**Job description**

* making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector.

**Skills**

* MS office suit
* SAP
* Problem solving
* team leading
* Adaptability

**LEISURE ACTIVITIES**

Music, Traveling, Painting etc.

**PERSONAL DETAILS**

**Mother’s Name :** Mrs. Geeta tiwari.

**Father’s Name :** Mr. B.K.Tiwari.

**Date of Birth :** 26 – April – 1983.

**Nationality :** Indian.

**Marital status :** Married.

**Languages known :** Hindi, English.

**Deepak Kumar Tiwari**

**Date:21-08-2019**

**Place: Manendragarh**