

CURRICULUM VITAE

Om Prakash Tiwari

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CAREER OBJECTIVE

To work in a people oriented organization, which promotes and enhance knowledge sharing and team building to add value to the organization and myself at the same time.

EXPERIENCE

1. Sales Coordinator ADC, NBFC Bajaj Auto finance ltd – **October 2018 to Jan 2021**. Bajaj Auto Finance (BAFL), incorporated in 1987, is engaged in business of retail financing. Bajaj Auto Ltd and Bajaj Auto Holdings promoted earlier BAFL. Bajaj Auto is the second largest in manufacturer of two- and three-wheelers in the India. Bajaj Auto Holdings is an investment company.
2. Computer Operator, Aggarwal and Sons Realty Solutions (ASRS) L.L.P. professionally worked in Real estate, **August 2016 to May 2018**. Role: ASRS is the firm, which work for sale and purchase commercial flats, shops and Motels, and I was the only one operator there for Creating and maintaining monthly basis sale report and purchase report, handling multi tasks like advertising, Sales, Purchase report.
3. Trainee, Maruti Suzuki makes Easy and simple Regular Cars, Maruti Suzuki, Naraina -- **January 2016 to May2016**.
4. Trainee, The Company manufactures a wide range of gear box under the brand name "Padam", Padam Transmission Gears -- **June 2015 to August 2015**

ACADEMIC QUALIFICATIONS

1. Bachelor of Technology from Maharishi Dayanand University in Mechanical.
2. Senior secondary Schooling from C.B.S.E Board in 2012.
3. Secondary Schooling from C.B.S.E Board in 2010.

KEY RESPONSIBILITY

1. MIS Building – Creating and Maintain daily, weekly and monthly reports
2. Feedback Analysis – Maintaining feedbacks on daily basis to Audit and Smooth functionality of process.
3. Coordination & Skills – Setting up the target and Performance Monitoring
4. Additional Activities – Work in Coordination as team with all State (Delhi) with 9 CSM's and 45 DMA's to maintain Contribution from process to state sale.

IT SKILLS

1. Sound hands on MS Office.
2. Proficient in Data Analysis.
3. Internet Applications: Net Surfing and E-mail Application etc.

ASSETS

1. Highly motivated to work as a Team.
2. Good counselor & Fast Learner.
3. Very friendly person having the capability to develop strong bonds with people I met in short time.

HOBBIES

Listening music, learning about new technologies.

PERSONAL PROFILE

Date of Birth: 23 May 1994

Languages Known: English, Hindi

Address: House No.-115, Block-A1, Vijay Enclave, New Delhi 110045

Passport Availability: Yes

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Delhi