

# CURRICULUM VITAE

**PAWAN TIWARI**

**H.No.-1890 Shiv Nagar Rewa Colony**

**Rampur Jabalpur (Madhya Pradesh)**

**Mob:-+91-8234819212, 8770026794**

**Email Id: - [pawantiwari1760@gmail.com](mailto:pawantiwari1760@gmail.com)**

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## **OBJECTIVE: -**

I am an approachable, motivated and confident Sales Executive with the ability to excel sales targets and make a real difference in the organisation's revenue generation. I have expert knowledge of the selling process and I fully recognise the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and third-party.

## **WORK EXPERIENCE:-**

**March 2018 To Dec 2019      Recruitment Coordinator: - BAJAJ ELECTRICAL LIMITED (MUMBAI)**

### **Main duties performed:**

- Meeting and greeting customers and making them feel welcome.
- Devising and implementing the organisation's sales strategies.
- Finding new channels for selling and distribution of products.
- Building rapport with a customer and subsequently closing the deal.
- Building relationships with new customers and distributors.
- Demonstrating products to customers.
- Maintaining good business relationships with existing clients.
- Liaising with suppliers and manufacturers on a daily basis.
- Holding meetings to discuss progress of existing projects.

**JULY 2013 To March 2018      Recruitment Coordinator :- SHREEM ELECTRIC LIMITED (MUMBAI)**

- Supervise the execution of Site work. Such as Erection, Installation & commissioning of Electrical Equipment,
- Monitoring Projects, Cost & Resource Development by Progress reports, Bar charts and maintaining track for the timely execution of project
- Assist the Project manager in supervising the work of team members and tracking overall work progress.
- Defined clear targets and objectives and communicated them to other team members.
- Monitored timelines and flagged potential issues to be addressed.
- Assessed vendor products and maintained positive vendor relations.
- Conducted and documented weekly status review for upper management.
- Prepared and led meeting between departments.
- Reported developments to Project Manager using spreadsheet reports.
- Resolved issues and disputes involving all employees and reported to HR manager.
- Researched vendors for pricing, equipment availability and staffing.
- Maintained all record keeping on a customized software program.
- Increasing the visibility of Nestle products via implementing POS displays
- Using negotiation and communication skills to sell new products in small retail outlets to maximise shelf space and increase market share.

- Handled responsibilities of specifying materials and selecting route under the guidelines of senior staff performed the tasks of preparing construction bid documents and transmission line routing diagrams.
- Provided field work to assist with design, modification and installation of engineering projects.
- Assigned responsibilities of assisting staff in developing structural and foundation design of transmission line.
- Handled the tasks of supporting drafters by providing required technical engineering drawings.
- Performed sag and tension calculations as well as assisted staff in handling special projects.
- Performed other assigned duties as required.

## Qualifications

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- Bachelor of Mechanical Engineer From Vindhya Institute & Technology Science Jabalpur -2012

## Skills

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- Expert knowledge of the selling process and effective sales techniques
- Social Media (Facebook, Twitter, LinkedIn, etc.)
- Expert knowledge of the selling process and effective sales techniques
- Pro-active, organised and excellent team player
- Motivated in a target-driven environment
- Optimistic and a positive can-do attitude

## Hobbies and interests

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I enjoy socializing with friends and family as well as keeping up to date with current affairs. In addition, I am a keen enthusiast for cricket and enjoy watching both international and local twenty-20 cricket.

## PROFECTIONAL SUMMERY

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- **Name** :- Pawan Tiwari
- **Father's name** :- Shri Raghavendra Tiwari
- **Date of birth** :- 05/12/1988.
- **Nationality** :- Indian
- **Languages** :- Hindi, English
- **Passport No** :- M01924820

## DECLARATION

I hereby declare that all the information mentioned above is true to the best of my Knowledge.



**DATE:** -

**Place:** JABALPUR (M.P.)

**SIGNATURE**

Pawan Tiwari