

# Curriculum Vitae

Abhinay Kumar Tiwari

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## Career Objective:-

To associate with an organization which progresses dynamically and gives me a chance to improve my skills and be a part of team that excel in works towards the growth of the organization and gives me satisfaction thereof.

## Major Skill:-

- Self-motivating, resourceful & innovative with ability to share and exchange learning.
- Learning attitude and ability to understand other need and offer solution.
- Open to newer ideas, challenges, solution and working under pressure to meet the deadline.
- Good communication skill.
- Ability to interact and relate with broad spectrum of people from different background.
- Command over office coordination.

## Educational Credentials:-

- **Bachelor of Commerce 2007 (Acct. & Fin.)** from IGNOU University, Lucknow (U.P).
- **Higher Secondary (Class XII) 2002** from Kendriya Vidyalaya No-1, Hathibudkula (CBSE Board, Dehradun (U.A.).
- **10<sup>th</sup> 2000** from Kendriya Vidyalaya I.T.B.P. (CBSE), Dehradun (U.A.).

## Strengths and Efficiency:-

- Ability to think through the blue prints products across parameters such as UI, features, navigation etc.
- Familiarity with business issues, or the ability to quickly learn.
- Complete Team Player.
- Passion for analyzing products, customers and market dynamics.
- Passion for working and creating something new and unique.
- Strong business management and analysis skills.

## **Technical Knowledge:-**

- ❖ Diploma in Computer Programming & System Management from Lucknow Computer Education, Lucknow (U.P.).
  - Ms-Office 2003-07-2010 version.
  - C & C++ Language,
  - Visual & Java Script,
  - HTML, DHTML etc.
- ❖ Certificate In Financial Accounting from Universal Computers, Lucknow(U.P.)
  - Tally ERP 9 version.
  - Busy 3.6 E-z version
  - Visual Payroll 7.0 version.
- ❖ Certificate In Advance Computer Network Setup & Maintenance From small Industries service Institute, Kanpur (U.P.).
  - Installing Operating System (Windows XP, Vista & Windows 7 & Application Software).
  - Networking
  - Hardware Troubleshooting.

## **Work Experience:-**

- ❖ Worked with Tulsiani Constructions & Developers Pvt Ltd. as a Mis executive (Since 02-Nov-2020 To 09-01-2022), Sec-I, Pocket-D, Sushant Golf City , Lucknow.

## **Job Responsibilities:-**

- Sending welcome mails to customers, attending to the customers post bookings, issuing allotment letters and Preparing Agreement.
  - Ensure timely collection from customers to fulfill the company requirement.
  - Purchase, Sales Bills, Stocks entry entered in Tally Erp 9 software.
  - Sending Project updates to customers on regular intervals.
  - Sending Demand letters & others documents; issuing receipts for paid amount to the customers.
  - Maintaining the latest update on customers balance dues, sending payment reminders, final payment reminders and cancellation letters.
  - Keeping in regular touch with the customers to resolve their problems for various issues.
  - Takes complete responsibility of pre and post sales customer support.
- ❖ Worked with Envision Motors as a Mis Executive for five Years (Since 16-Dec-2013 To 28-Feb-2019 ), Ring Road, Near Tedhi Puliya, Lucknow.

## **Job Responsibilities:-**

- Honda Sales Hrise Operating Software.
- Create Honda Sales Mis Reporting Maintain like Monthly Sale Report, Sales Incentives, and Weekly Requirement Stock etc.
- Follow-ups Updating In Honda Hrise software.
- Claim Preparation like JPS, Insurance Free, Test Ride Vehicle, Institutional Sales etc.
- Insurance & RTO Handling.
- Activity planning day by day in Showroom & Outdoor Canopy for Which Easily Target Achieved.
- Presentation Making of Outdoor Activity like Canopy, Loan Exchange Mela etc.

**Personal Information:-**

Father's name : Shri Ashok Kumar Tiwari  
Mother Name : Gayatri Tiwari  
Date of Birth : 06-09-1984  
Nationality : Indian  
Gender : Male

**Additional Information:-**

My objective is growth not only in monetary but in intellectual way. I can work for any organization which gives me chance to face the challenges by which I can show my capabilities.

Willing to travel: will consider

Willing to relocate: will consider

Availability: immediately

**References:**

References are available on demand.

**Declaration:-**

I hereby declare that above information is true of my belief & Knowledge. If any information is wrong you may cancel my job without any notice.

Date:-

Place: - Lucknow

Abhinay Kumar Tiwari