

# Aman Tiwari

## CAREER OBJECTIVE

Looking forward to an organization that offers challenging, simulating, learning environment to work in and provide scope for the individual development, which offers attractive prospects for long term personal development and career growth.

## EDUCATION QUALIFICATION

No	Qualification	College/School	Year of passing	Percentage
i.	MBA (M.M.)	Lakshmi Narayan Collage Jabalpur	2023	Completed
ii.	B. Com (Honors)	Ajay Satyaprakash collage Jabalpur	2017	68%
iii.	Higher Secondary (Math's and Science)	Shri Balaji Public School, Jabalpur (MP)	2014	57%
iv.	High School	Shri Balaji Public School, Jabalpur (MP)	2012	66%

## EXPERIENCE

- Working with Annapurna Finance Pvt. Ltd. As an HRBP since 15 April 2023 till 30 sept 2023.
- 9 months experience as an executive HR in Techno task Business Solutions.
- Pursued 2.5 Years of C.A. Internship in Indore.

## Roles and Responsibilities

- Conducting Recruitment Drives and Co-ordinating with Hiring sources.
- Onboarding of candidates.
- Finding Resolution of their Issues. (Payroll and Salary issues)
- Employee engagement activities.
- Employee Performance Management.
- Maintaining new joiners' documentation and scheduling them for induction training program as well as taking induction trainings.
- Taking care for grievances and disputes according to the HR policies.
- Maintaining code of conduct according to the organization's standard.
- Issuing offer, Reliving, Warning and other letters according to the need and companies' policies.
- Creating new plan to over come from any problem such as attrition and any other issues.



PERMANENT ADDRESS-  
Shubhashish duplex Ukhari Road  
Baldevbagh Jabalpur (M.P.)  
482002

CURRENT ADDRESS -  
Shubhashish duplex Ukhari Road  
Baldevbagh Jabalpur (M.P.)  
482002

Contact No.- 7000899133

Email ID –  
[amantiwari1495@gmail.com](mailto:amantiwari1495@gmail.com)

## SKILLS

- Microsoft Word
- Microsoft Power Point
- Microsoft Excel
- Data Entry
- Good communication skills

## LANGUAGES KNOWN

- English
- Hindi

## HOBBIES

- Photography
- Learning new things
- Playing Cricket
- Analyzing and studying about new business ideas

PERSONAL DETAILS

Father's Name- Mr. Ajay Tiwari

Date of Birth- 14/11/1995

Marital Status- Unmarried

Gender- Male

Nationality- Indian

DECLARATION

I, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Aman Tiwari.

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Date -27/10/23

Place - Indore