

SHASHI RANJAN TIWARI

50/5 Munsif Colony Ramnath Deoria, Deoria (UP)

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CAREER OBJECTIVE

To be a part of an organization that gives me an opportunity to enhance my skills and strengths.

PROFESSIONAL EXPERIENCE

WORKED WITH SAPPHIRE

(Call Center) as

CUSTOMER SALES ASSOCIATIVE

Idea Call Centre Mumbai Branch, Jhansi

RISE Nov 2013 to Jan15

JOB PROFILE:

1. Make calls of customers to sale idea postpaid sim card.
2. Increase & widening the sales.
3. Achieve our monthly target.

WORKED WITH AARAV ENTERPRISES

Jan 2014 to April15

(RELIANCE Call Center) Jhansi as Center Coordinator

JOB PROFILE:

Responsibilities and Duties:

- **Sales Enquiries:** Receiving Sales Enquiries via Emails and discussing the inquiry with the Concerned Head through the phone.
- **Order Processing:** On receiving approval from the client, processing the order, and ensuring the delivery of the Order by coordinating with Accounts and back-office.
- **Sales MIS:** Maintaining Sales data, and transaction details in hardcopies and softcopies. Preparing reports for the same on a need basis.

WORKED WITH LAXCON STEELS LTD.
(AS COMPUTER OPERATOR)
JOB PROFILE:

Aug 15 to June 17

Responsibilities and Duties:

- Prepare GRNs: Receive all material with bill and prepare GRNs for further for payment to proceed for payment
- Maintain Stock of process consumable items as well as daily consumption items.
- Prepare Monthly, weekly and daily reports
- Maintain physical and system stock as per the requirement
- Prepare costing consumption value department wise
- Maintain transporter payments and dues

WORKED WITH URMIN GROUP OF COMPANIES.
(Assistant Store Manager)

June 17 to Feb 22

JOB PROFILE:

- **Responsibilities and Duties:**
- Prepare GRNs: Receive all material with the bill and prepare GRNs for further payment to proceed for payment
- Maintain Stock of process consumable items as well as daily consumption items.
- Prepare Monthly, weekly and daily reports.
- Manage the team.
- Prepare monthly Indent.
- Purchase of required items on local basis.
- Check for the quality of the products as per the report provided by the Q.C deptt.
- Maintain staff and transporter as per shifts

EDUCATIONAL QUALIFICATION

- GNIIT from NIIT, Gwalior in 2014.
- Graduation from DEEN DAYAL UNIVERSITY, Gorakhpur in 2019.
- Intermediate in 2008 from BHIKHAM PRASAD INTER COLLEGE, with U.P Board.
- High School in 2005 from ARMY SCHOOL, with C.B.S.E., BAREILLY.

COMPUTER PROFICIENCY

- Computer foundation course
 - MS OFFICE (WORD, POWERPOINT, EXCEL)
 - SAP
 - ERP
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SKILL

- Good communication skill in English and hindi
 - Adpactive to any nature
 - Ready to work in any situations
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PLACE:

DATE:

I hereby declare that all the details furnished above are true to my best

SHASHI RANJAN TIWARI

