

## Curriculum Vitae



### Tushar Vishwakarma

Idgah Hills – Bhopal

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#### EDUCATION :

- 10th Passed – MP Board  
Year of Completion:
- 12th Passed – MP Board
- B.Com (Computer Application),  
3<sup>rd</sup> Year Completed

#### PERSONAL DETAILS :

- Father name : Amar Vishwakarma
- DOB : 31/05/2004
- Nationality : Indian
- Sex : Male
- Religion : Hindu
- Marital Status : Unmarried
- Language : Hindi , English

#### SKILLS :

- Effective Communication
- Problem Solving
- Time Management
- Team Collaboration
- Adaptability
- Attention to Detail

#### COMPUTER SKILLS :

- Microsoft Word
- Microsoft Excel
- PowerPoint
- Email & Internet Browsing
- Typing Skills
- File Management

#### CAREER OBJECTIVE

Confident and goal-oriented professional skilled in telecalling and back office tasks. Strong communication abilities with a focus on customer service, lead follow-ups, and accurate documentation. Capable of working in a fast-paced environment with excellent time management, problem-solving, and teamwork skills. Eager to contribute to organizational growth and deliver quality service.

#### EXPERIENCE

##### Back Office and MIS Executive

At Shritaj Consultancy Service [ May 2022 – April 2025 ]

- Managed and updated daily records and reports using MS Excel and company software.
- Prepared and analyzed MIS reports (daily/weekly/monthly) for internal se.
- Coordinated with various departments for data collection and verification.
- Provided accurate data insights to support business decisions.
- Handled documentation and back-office administrative tasks efficiently.

#### STRENGTHS

- Proficient in MS Excel and data handling
- Strong attention to detail
- Good communication and coordination skills
- Ability to meet deadlines under pressure
- Quick learner with a positive attitude

#### DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief. I take full responsibility for the authenticity of the details provided.

**TUSHAR VISHWAKARMA**