Aditya Tiwari

Noida, Uttar Pradesh, India

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in linkedin.com/in/balatiwari

Summary

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

Experience

Executive Assistant
IEnergizer

Mar 2023 - Present (9 months)

I am working for TATA enterprises in UCC (Unsolicited Commercial Communication) Department on TRAI (Telecom Regulatory Authority of India) Portal.

Education

Baccha Ram Yadav Intermediate College

High School, Mathematics and Computer Science

2016 - 2017

Janta Intermediate College

10+2, Science

2018 - 2019

Raksha Rao Rajnath Rao Mahavidyalaya College, Deoria

Bachelor of Arts, Sociology

2019 - 2022

Licenses & Certifications

Diploma in Computer Application - I-cat Computer & English Spoken Institute (The training consisted of C, Photo-shop, Corel-Draw, Accounting, MS-Office)

996 - 2021-01-09

Web Development - Internshala (The training consisted of HTML, CSS, Bootstrap, DBMS, PHP, JS, React)

16thrn78zzj - 2023-09-30

Skills

HTML5 • CSS3 • Python • Microsoft Excel• JavaScript • C (Programming Language) • Communication • Team Work • Quick Learner • Problem Solving • Basic IT Knowledge