

Ajay Tiwari

CONTACT

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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Innovatech Solutions
Executive

2017 — 2018

- Obtain client information by answering telephone calls; interviewing clients; verifying information.
- Determining eligibility by comparing client information to requirements.
- Establishing policies by entering client information; confirming pricing.
- Informing clients by explaining procedures; answering questions; providing information.
- Maintaining communication equipment by reporting problems.
- Maintaining and improving quality results by adhering to standards and guidelines; recommending improved procedures.
- Accomplishing sales and organization mission by completing related results as needed.

QUALIFICATIONS

- Computer Knowledge
- Quick learner
- Adept in Tally ERP 9.0
- HTML 5
- Accounting

EDUCATION

Higher Secondary Education
S.V. Inter College
Percentage-77%

2015 — 2016

Senior Secondary Education
S.V. Inter College
Percentage-78%

2017 — 2018

Bachelor Of Science
Kanpur University
Pursuing

2019 — Pursuing

INTERESTS

- Singing
- Travelling
- Dancing
- Reading

REFERENCES

References available on request.