

## DEEPAK TIWARI

**Address: C 60, Jeevan Prebhat CHS, 2<sup>nd</sup> Floor Flat No-201 Sector 10, Shanti Nagar Mira road East-401107**

**Mob no: 9768384733**

**Email Id: deepakacehr@gmail.com**

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Smart working with passion at any circumstances either as an individual or a team and ensure consistent development in my work. To strive for excellence in my job and actively participate in the company's growth, with keeping up company aims and objectives. Part of being a good employee is taking responsibility for your duties and even owning up to mistakes. Most managers don't want to have to check in on their employees to ensure every part of their job is getting done. Responsibility means doing what you need to do to complete your tasks.

### **Professional Summary**

- Positive attitude and proactive approach to work, high business ethics.
- Focused customer service approach with quality control & process updates, with strong problem solving skills.
- Excellent negotiation and presentation skills – ability to develop rapport and maintain excellent personal and professional relationships.

### **PROFESSIONAL PROFILE**

**Currently working with Joy Skills And Associates as Senior Manager - Human Resource**

**From 2<sup>nd</sup> Jun 2023 To Till Date**

#### **Responsibilities :**

- Partnering with hiring managers to determine staffing needs.
- Screening resumes.
- Performing in-person and phone interviews with candidates.
- Administering appropriate company assessments.
- Performing reference and background checks.
- Making recommendations to company hiring managers.
- Managing Headcount projections for account by owning On- boarding and off- boarding.

#### **1. Worked with Honeywell International INC As Resource manager (TATA CONSULTANCY SERVICES LTD)**

**From: 10th December 2019 to 9th May 2023**

#### **Responsibilities**

- Requirement gathering from portfolios owner.
- Request Creation as per demand in system and publishing dashboard with also
- Following up for Profiles from internal stakeholder and work on closures.
- Managing Headcount projections for account by owning On- boarding and off- boarding.
- Publishing data points and reports for senior Management review.
- Developing and maintaining relationships with stakeholders and understanding their business needs and goals.
- Monitoring project progress and providing regular updates to stakeholders. Ensuring that project timelines and deliverables are met.
- Providing administrative support to teams and stakeholders as needed.
- Tracking project expenses and ensuring that they stay within budget.

## **2. Citi Bank as RRC Review Specialist As Quality Checker (TATA CONSULTANCY SERVICES LTD)**

**From :30th June 2015 to 1st December 2019**

- Processing Of Loan as per client's Guideline
- Cross checking application from the leads given by the sales team & adhering to the fee.
- Structure for application of loan and checking valuation of property and asset as collateral provided by the borrower.
- Reporting a fraud activity if found in application to higher authority and getting it cross checked.
- Preparing MIS report with Co-ordination of supervisor of the Department.
- If the application is as per all procedures set by the CitiMortgage, sending the file to Underwriter for further approval of loan.
- Preparing the Workflow reports and assigning the work on daily bases to the team.
- Maintaining the BOD and EOD Files.

## **3. Worked with NCR Corporation India pvt .ltd**

**Designation: Logistics Coordinator**

**From 19th June 2014 to 2nd May 2015**

### **Job Profile:**

- Reports – Daily & Weekly ( APT Report , LOCA , LIM , Part Ordered but not used )
- Processing Tickets according to availability within SLA.
- Reverting Customer escalation mails with a positive response.
- Working on daily ETA Expired & No ETA & Part on Hold.
- Coordinating with Associate logistics till the shipment gets delivered.

### **Computer Knowledge :**

- Power Point.
- MS- Office and Word.
- Proficient in Excel (V-Lookup, X- Lookup, PIVOT, PIE Chart ,Dashboard Presentation.)

### **Educational Qualification**

- SSC from Mumbai Board in the year 2009 St Xavier's school

- HSC from Mumbai Board in the year 2011 From Thakur Collage Of Science and commerce
- BFM from Mumbai Board in the year 2014 From Mumbai University

**Additional Certification from TCS**

- US Mortgage, Banking Domain and Agile way of working foundation.
- Lean Six Sigma Green Belt and Scrum Master.

**Hobbies**

- Reading Books
- Travelling
- Cooking

**Personal Details**

- Date of Birth : 9th April 1993.
- Nationality : Indian
- Marital Status : Married
- Language Known: English, Hindi and Marathi

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I am looking forward for your early reply in this regard.

Thank You,

**Place: Mumbai**

**Date:**

**(Deepak Tiwari)**



