**Sachin Tiwari**

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Haryana -121002

**OBJECTIVE**

# Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

**EDUCATIONAL QUALIFICATIONS**

* B.A From Avadh Univercity Faizabad.
* Intermediate from UP Board in 2011.
* High School from UP Board in 2008.
* Pursuing BCA from MDU Rohtak.

**WORK EXPERINCE**

**EMM-Tech Calibration. –Computer Operator**

* Working with **EMM-Tech Calibration** Sector-23 Faridabad Haryana as Computer Operator since January 2012 to till date.

Job Responsibilities

* Preparing calibration certificates.
* Making certificate detail.
* Maintain Excel sheet of all certificate.
* Making party master of new parties.
* Assisting the manager in their daily tasks.
* Provide status report to management.
* Customer Relation.

Company Profile (EMM-Tech Calibration)

* **EMM-Tech Calibration**. Is a Calibration company which calibrates gauges from different companies all over India.
* Leading customers: - Omax Autos Ltd, Speedomax, JBM, Sandhar Technologies Ltd, Anmol Auto, IAI Pvt Ltd.

Strengths

* Always takes advantage of opportunity to improve works and job assignments with the concurrence of superiors to implement such improvements.
* Hard worker and concentrates on the job at hand that makes it accurate and on time.
* Open to challenges.

**TECHNICAL SKILL SET**

* Diploma in **DIT** (One year) from **NIIT FARIDABAD.**
* MS-Office (2007), HTML. C#, Photoshop,
* Operating System: - Window XP, Window Vista, Window 7.

**HOBBIES**

* Playing Cricket, Reading Books.

**PERSONAL DETAILS**

Father's Name : Mr. Umapati Tiwari

Date of Birth : 19th Oct 1990

Marital Status : Single

Languages Known : English, Hindi

Nationality : Indian

Gender : Male

**DATE & PLACE**

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