



HIMANSHU TIWARI

Security Operations Specialist

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Dear HR Manager,

I am writing to apply for a position that leverages my background in project and operations management, **AI-powered content creation**, and digital solution development. My hands-on experience spans both government and private sectors, where I've led cross-functional teams and deployed scalable, **AI-integrated tools**.

At Agile Group, I led a **government RPL project, achieving a 480% increase in certified candidates**. At **MeGo**, I was recognized as the "**Best Performer**" for consistently delivering end-to-end project success. Additionally, during my **freelance** work as an **AI Web & Graphics Designer**, I executed digital projects from concept to deployment, collaborating with clients to create tailored solutions and utilize design automation tools.

Currently, I am working in **Rashtriya Raksha University (RRU)** as Security Operations Specialist and Administrative Support. My responsibilities include ensuring compliance with safety protocols, assisting with audits, and collaborating with campus security teams to provide analytical insights. I also manage data related to security operations, perform detailed analysis, and work on improving the overall effectiveness of security systems and protocols.

I'm excited about the opportunity to contribute to innovative projects and bring value through a solution-focused and **detail-oriented approach**. I look forward to discussing how my experience can align with your team's goals.

Respectfully Yours,



Himanshu Tiwari



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AREA OF EXPERTISE

Tools

- MS Office 365
- Generative AI
- Trello/Jira
- Figma/Wix
- Adobe: Ps, Pr, Ae

Others

- Public Speaking
- Planning
- Leadership
- Prototyping
- Project Scoping
- Risk-Management

AWARDS

- Appreciation by Agile Group
- 2022 'Best Performer' at MeGo

LINKS

- **MonkeyType:** hiimu
- **Github:** himanshu-tiwarii
- **Linkedin:** himanshutiwari1
- **Web:** himanshu-tiwarii.github.io

CERTIFICATIONS

- Google Ads & Analytics
- Content Creation Generative AI
- Search Engine Optimization (SEO)
- Jira - Project Management
- Business Analysis & Process Mgmt.
- Click-Up Project Management

EDUCATION

Loyola Academy, Hyderabad

Bachelor of Science (CGPA : 8.98)

Food Science, Nutrition and Dietetics

Statistics: O Grade

Entrepreneurship: O Grade

Marketing Management: A Grade

WORK EXPERIENCE

Rashtriya Raksha University (RRU)

Security Operations Specialist | Jun 2025 - Present

- Oversee and manage live security monitoring systems across campus to ensure compliance with safety and security protocols.
- Support internal audits by organizing and submitting required documentation and footage logs as requested.
- Collaborate with IT team to implement network security measures, firewall rules, while managing firmware updates and patches for cameras, NVRs, and VMS to ensure system security and reliability.
- Certified in Genetec Security tool in configuration, operation, and management of Genetec VMS.

Agile Group Assistant Project Manager | May 2022 - May 2025

- Spearheaded the **PMKVY RPL Government Project**, exceeding targets and driving a **480% increase** in certified candidates.
- Managed RPL project activities including training scheduling, batch creation, progress monitoring, and accurate data maintenance.
- Coordinated across multiple branch locations to streamline project execution and ensure timely delivery.
- Compiled and analysed MIS reports across various branches, overseeing documentation and compliance.
- Leveraged project management tools to track milestones, analyse data trends, and ensure consistent project advancement.

MeGo Product Coordinator | Nov 2021 - April 2022

- Conducted research and development using diverse sources to support the creation of innovative and original products.
- Designed and produced promotional reels and shorts using graphic tools to enhance brand visibility and customer engagement.
- Delivered consultancy reviews and gathered client feedback to improve product performance and satisfaction.
- Received a discretionary bonus in recognition of successful contributions to high-impact and challenging projects.

Freelance AI Web & Graphics Design

- Collaborated with clients to define project scope, manage timelines, and execute solutions aligned with business goals.
- Integrated and utilized **Artificial Intelligence tools** for content creation, design automation, and client deliverables.
- Managed end-to-end project lifecycles for web development and graphic design projects, from client onboarding to final delivery.