

Anupama Tiwari

Bhopal (M.P) ,

Anutiwari68@gmail.com

+91 -8962563260

Career Objective

To put to use the skills acquired during the years of my education & past assignment and sharpen my skills, widen my experience by being a part of a progressive and leading organization.

Experience

Team leader

29/3/2016 – 29/5/17

Bucks gainer financial advisory services

Indore (M.P)

- Generated new clients using a telephonic approach that built trust to the individual investor.
- Identified clients and prospective clients in need of investment guidance and then recommended investment solutions appropriate for each individual.
- Managed an office environment by collaborating with an assistant to ensure a functioning office.
- Handling a team of seven members, to generate best revenue out of them.

Profile Summary

A customer oriented, multitasking with having experience of one year with MBA degree in HR.

- Proficient in coordinating with people.
- Sound knowledge of HR workings.
- An independent and self-motivated professional.
- Training & Program

Key Skills

- Quick learner.
- Strong leadership and motivational skills.
- Able to meet given targets.
- Ability to work in a team as well as individual.

Academic Qualification

- Master of Business Administration in Human Resource ,with 1st division in year 2015 accredited from Barkatullah University Bhopal (M.P)
- Bachelors' of commerce, with 2nd division in year 2013 accredited Barkatullah University Bhopal (M.P).

- Diploma in Electronics & Telecommunication with 1st division, in year 2012 accredited from RGTU.
- Senior Secondary with MP BOARD in year 2010 with 2nd division.
- Matriculation with MP BOARD in year 2007 with 1st division

Projects & Training

- Project Title – Effectiveness of Training & development.
- Project Area – Training and Development Department.
- Company – Permal Wallace Pvt. Ltd.
- Duration – 45 Days
- Description-In this project I have to understand the training procedure and what are the basic majors on which training and development provided to the employees, and why it is required.

Professional Skills

- ADCA with 70% from Aisect University Bhopal.
- Knowledge of MS Office, power point.
- Good knowledge on web surfing & social media.

Co-Curricular Activities

- Actively participate in management fest at state level & manage the fest in college.
- Did anchoring in college & school.
- Member of group (Helping hand group), which provide free education to slum students & also work for Women Empowerment and Safety.

Hobbies

- Interacting with new people
- Helping people.

Personal details

Date of birth : 4-feb-1992
Marital status : Single
Language known : Hindi & English.

DECLARATION: I hereby solemnly and sincerely affirm that the above made statements and information furnished by me is true.

Reference:

Date:

Anupama Tiwari