Dharmendra Kumar Tiwari

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Current Address: Kalbodi ,dist. Seoni (M.P.)

Career Objective

To work in a challenging, personally satisfying team environment in which my academic and management knowledge is fully utilized.

Summary

- ❖ Overall 11.5 + Years of experience in IT and NGO's Social Work
- ❖ M.B.A. in IT and HR from Makhanlal Chaturvedi University Bhopal (M.P.)
- ❖ Proven Management ability
- ❖ Extremely capable Manager and Leader
- ❖ Proficient in all phases of organization and coordinating Project

Current Company

- ❖ Organization   **Rastogi Education Society (C.G.)**
- ❖ Designation   **State Head** (DDU-GKY Project)
- ❖ Duration   **February 2020 to till Now**

Work Experience

- ❖ Organization   **LabourNet Services india Pvt.Ltd. Delhi (U.P.)**
- ❖ Designation   District Coordinator (BOCW Project)
- ❖ Duration   **September 2017 to January 2020**

Job Responsibility:
- Dealing with Labour Office
- Monitoring RPL ,Mobilization , Training Part
- Schedule classes and Maximum use of Training
- Handling with Local LC office
- Scheduling meetings with local Labour office
- Complete all document form local labour office like Intimations letters, bill etc.

- ❖ Organization   **Don Bosco Tech Society Jabalpur (M.P.)**
- ❖ Designation   Center Coordinator Cum IT & Soft Skill Trainer
- ❖ Duration   **March 2015 to August 2017**

Job Responsibility:

- Schedule classes and plan maximum use of trainers
- Preparing Final Assessment Process for Batch.
- Placement Report making and finalizing the Status Report.
- Preparing Weekly report and Daily report.
- Making Monthly report and submission to Reporting Manager.

- To the Develop and successful delivery of an annual operating plan which operating plan which operation and finance team objectives and core values.
- To work proactively with colleagues across the center, taking the initiative to resolve issues as they arise and contribute to appropriate team meetings.
- Manage the set-up and maintenance of timely and accurate course file data to ensure that accurate and timely information is available to Finance for budget/target setting and the prospectus is available for marketing purposes.
- Making MOM Report and maintaining all records of center equipments.
- Developed different kinds of Reports (Tabular, Matrix) using Filters
- Developed MIS inspection Reports using Tables & Matrix
- Delivered reports through E-Mail Subscriptions

❖ Organization   **Info soft TechNet Private Limited Indore (M.P.)**
❖ Designation   Software Tester , Online marketing executive ,Trainer
❖ Duration   May 2011 to December 2014

Job Responsibility:

- Software Testing (Manually)
- Software Demonstration to clients
- Providing Software Training to clients (In Hospital all staff like Doctors , duty doctors , Nueces etc
- Providing Technical Support through Team viewer and some more another utility software

❖ Organization   **Mishra Computer institute Nowrozabad Umaria (M.P.)**
❖ Designation   Faculty (Lab Manager)
❖ Duration   August 2009 to April 2011

Job Responsibility:

- Take Lab Faculty
- Solve Computer Problems
- Resolve Students   problems in lab

❖ Organization   **M Source Private limited Indore (M.P.)**
❖ Designation   C.S.O.(customer support officer)
❖ Duration   February 2008 to July 2009

Job Responsibility:
- Take calls in Bound call center
- Solve Costumer Problems and make the complains
- Forward the complains to concern departments

Skill Sets

- ❖ Operation & Management ,Monitoring, assigning, and reviewing work of others
- ❖ Using and evaluating software application programs
- ❖ Maintaining a variety of records and files
- ❖ MIS reports
- ❖ Planning and coordinating operational activities
- ❖ Utilizing and evaluating software applications related to learning coordination
- ❖ Communication, interpersonal skill as applied to interaction with coworkers, supervisor, the general public, etc.

Professional Qualification

- ❖ Diploma in Software Testing From Seed InfoTech Indore (M.P).
- ❖ Advance Course in C / C++ Language From Destination Center Indore (M.P)
- ❖ Advance Course of "PHP" , Zumla

Educational Qualification

- ❖ **M.B.A.** from C.V.Raman University, with an aggregate of **75%**
- ❖ **B.C.A.** from Harmilap Computer College Shahdol (M.P.) Affiliated to MVRPV University with Aggregate of 70 %
- ❖ Done **Software Testing** courses from Seed InfoTech Indore (M.P)
- ❖ **10+2** from Govt. Raghuraj H.S.School Shahdol in 2002 with **46%marks.**
- ❖ **10th** from Vidhyadayni H.S. School Shahdol in 1999 with **54% marks.**

Technical Skill's

- ❖ Automation Testing Tools : Basics Knowledge of QTP and Win Runner
- ❖ Language : Basics Knowledge of C, C++ , HTML
- ❖ Operating System : Windows 98, 2000, XP, Windows-7.
- ❖ Data Base : SQL Server 2005 ,Ms-Access
- ❖ Reporting Tool : Crystal -9
- ❖ Ms-Office : MS-Word, MS-Excel, PowerPoint, Access

Personal Profile

Date of Birth	:	10th Jun, 1984
Permanent Address	:	Village Geruar, Post – Barhadi, District Rewa 486553 (M.P)
Linguistic Abilities	:	English & Hindi.
Hobbies	:	Chess, Cricket, Listening to The Music.
Nationality	:	Indian

About Myself

I believe in completion of given task with full **Loyalty**, **Hard work** and **Honesty**. I am confident and dedicated towards my work.

Date: -   **DHARMENDRA TIWARI**
Place: - Seoni (M.P.)