

AAKASH TIWARI

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OBJECTIVE

I seek a challenging position where I can put my skills to work and further learn, enhance and contribute to the development of the organization.

CORE COMPETENCIES

- | | |
|---------------------------------------|----------------------------|
| ✓ Data Mining | ✓ Soft Skills |
| ✓ Leadership and Communication Skills | ✓ Network and Negotiations |
| ✓ Positive Attitude | ✓ Team Player |

EDUCATION

- ✓ **MBA (Marketing and International Business) (2018-2020)** from GGSIPU (Rukimini Devi Institute of Advance Studies)
- ✓ **B.B.A (Marketing and International Business) (2015-2018)** from Bharti Vidyapeeth Institute of Management and Research.
- ✓ **CBSE, Class XII-Science (2015)** from Indraprastha World School, New Delhi.

WORK HISTORY

LARSEN AND TOUBRO (MARCH 2020 – AUGUST 2020)

WORKED IN INDIRECT TAXATION DEPARTMENT

- ✓ Generating invoices.
- ✓ E-Way Bill generation.
- ✓ Compilation and Structuring of Data.
- ✓ Record maintenance.
- ✓ Communicating and correction of the errors faced by the seniors.

ELECTRONICS AND COMPUTER SOFTWARE EXPORT PROMOTION COUNCIL (JULY 2019 – AUGUST 2019)

INTERNSHIP- PROMOTION AND MARKETING DEPARTMENT

- ✓ Data mining to create a database of 62 potential clients.
- ✓ Support and facilitate smooth running of the promotional activities of the council.
- ✓ Promote and market the Export Promotion Council's flagship event INDIASOFT – India's biggest IT Export Promotion Show.
- ✓ Coordinate and communicate with the clients about the potential prospects of the INDIASOFT.
- ✓ Gather the consent of clients in order to provide them a platform to promote their business to collectively contribute in generating India's IT Exports.
- ✓ Further passing on the information of the database, which is the basis of further activities of the promotion.

LARSEN AND TOUBRO LTD. (MAY'2017 – JULY 2017)

INTERNSHIP- OPERATIONS AND ADMINISTRATIVE DEPARTMENT

- ✓ Managing the database regarding on-site employee information.
- ✓ Distributing remuneration and Provident fund forms to contract based employees.
- ✓ Recording and reporting the provident fund and remuneration details of the on-site employees.
- ✓ Further consolidating the data in proper information which was utilized by the operations manager.
- ✓ Managing the entire operations of the lower administrative department daily till the completion of the internship.
- ✓ Communicating as well as correcting the errors faced by the employees.

CREW 4 EVENT (JUNE 2016- JULY 2016)

EVENT MANAGEMENT

- ✓ Participated in app promotion activity

FREELANCER- TUTORING (MAY 2018 – APRIL 2019)

TAUGHT STUDENTS OF 9TH AND 10TH STANDARD – ALL SUBJECTS

- ✓ Taught tuitions to students during my college time to impart knowledge and skills.

VOLUNTEERING WORK

WORKED WITH ROBIN HOOD ARMY

- ✓ (Robin Hood Army is one of India's biggest NGO's working towards feeding the less fortunate sections of the society through surplus food collection drives and partnerships).

COMPUTER SKILLS

- ✓ Proficient with MS office applications (Excel, PowerPoint, Ms-words, Vision etc.)

PERSONAL DETAILS

Languages Known: English and Hindi

Address: Paschim Vihar, New Delhi.

Preferred location: Delhi/NCR

DOB: 03.02.1997