



Rudra Pratap Tiwari

Sales Executive

My Contact

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📍 Lakhimpur, UP, 262701, India

Key Skills

- Sales Skills
- Customer Acquisition
- Data Entry
- Office Management

Certificates

- Appearing O Level Course
- Completed Tally ERP 9 Course in 2020
- Completed CCC Course in 2019

Education Background

- **Kanpur University**
Bachelor of Commerce
2018-2021
- **Lucknow University**
Bachelor In Law
2022-Till Date

About Me

I am a Commerce graduate from CSJM University, Kanpur with experience of 1-2 years as a computer operator and in the field of sales with mentioned skills.

Professional Experience

Lenovo | Sales Person

July 2022 – Present

Key responsibilities:

- Sell Products and services to the customer.
- Manage store requirements.
- Generate leads from online customer queries.

LIC Premium Point | LIC Agent and Office Incharge

Feb 2021 – July 2022

Key responsibilities:

- Manage office administration.
- Record daily cash transaction.
- Deposit premiums for policies on portal.

CSC Center | Computer Operator

AUG 2020 – Feb 2021

Key responsibilities:

- Form filling.
- Manage Airtel Payments Bank banking services.
- Done data entry on RCH Portal.

Manya Jewelry | Sales Person

OCT 2019 – MAR 2020

Key responsibilities:

- Sale products to the costumer.
- Manage inventory and record daily cash transaction.