

Rudra Pratap Tiwari

DOB- 08/03/2001

CONTACT

- 8081011377
- rtiwari4@outlook.com
- 186 Maharajnagar Lakhimpur
- www.linkedin.com/in/rtiwari0

HARD SKILLS

- Technical Support
- MS Office
- Data Entry
- Inventory Management
- Database Management

SOFT SKILLS

- Communication
- Customer Assistance
- Cold Calling
- Customer Service
- Negotiation
- Adaptability

EDUCATION

- Kanpur University**
Bachelor of Commerce
2018-2021

LANGUAGES

- English : Read, Write
- Hindi : Read, Write, Speak

PROFILE SUMMARY

Technically skilled Computer Operator with experience in managing computer systems, data entry tasks, providing technical support, and managing databases efficiently. Adept at handling customer service, and sales. Proven ability to assist customers, manage office operations, and provide customer service with strong communication.

WORK EXPERIENCE

Govt. Girls inter College | Lakhimpur FEB 2024- JULY 2024
Computer Operator

- Manage UDISE Student database.
- Give technical support to Government staff.

Lenovo | Lakhimpur JULY 2022- JAN 2024
Sales Person

- Made a store presence in the market through promotional contact for social media.
- Assisted customers in selecting appropriate products or services for their needs.
- Add new customers from leads through cold calling.

LIC Premium Point | Lakhimpur FEB 2021 - JUNE 2022
Computer Operator / Agent

- Manage office operations.
- Record daily cash transactions.
- Assist customers with appropriate LIC policies for their needs.

Manya Jewellery | Lakhimpur Sep 2019 - Mar 2020
Sales Person

- Sell company products.
- Monitored inventory and reconcile daily cash transactions.

CERTIFICATES

- Appearing O Level Course by NEILIT.
- Tally ERP9 by Tally Solutions.
- Course On Computer Concepts by NEILIT.