



# Rudra Pratap Tiwari

DOB- 08-03-2001

I am a Commerce graduate from CSJM University, Kanpur. I have experience as a computer operator and a Sales person with mentioned skills.

## Contact

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## Skills

- Lead Generation, Sales, and Customer Relationship.
- Microsoft Office, Digital Marketing
- Communication Professional Email Writing, Microsoft Outlook, Gmail.
- Familiar with AI tools.
- Basic knowledge of Web Development.
- Poster designing

## Certificates

- Appearing O Level Course from NEILIT passed IT and Web designing Exams.
- Tally Solutions certificate ERP9
- Course On Computer Concepts From NIELIT.

## Education Background

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

## Professional Experience

### Govt. Girls Inter College | Computer Operator

Feb 2024 – Present

- Manage UDISE Student database.
- Provide technical support to government staff, resolving issues related to software, and government portals.

### Lenovo | Sales Person/Store Incharge

July 2022 – Jan 2024

- Communicated effectively with clients to understand their needs and provide tailored solutions.
- Manage inventory and keep records of sales.
- Created and managed digital marketing materials, including email newsletters and promotional content.

### LIC Premium Point | Office Incharge

Feb 2021 – July 2022

- Manage office needs.
- Record daily cash transactions.
- Deposit premiums for policies on the portal.

### CSC Center | Computer Operator

AUG 2020 – Feb 2021

- Fill out applications for government-related works.
- Manage Airtel Payments Bank banking services.
- Data entry on RCH Portal.

### Manya Jewelry | Sales Person

OCT 2019 – MAR 2020

- Sell jewelry to the customer.
- Manage inventory and record daily cash transactions.