

PRABHANSHU KUMAR TIWARY

Moneya Police Station, Pratappur
Bichkilla (Post), Chatra (Dist)
Jharkhand.

Contact No: 9113464314

CAREER OBJECTIVE:

To actively contribute to the Development and Growth of the organization where my skills and practical experience could be utilized to the extent to achieve my career objective and goal of a premier organization.

PROFESSIONAL EXPERIENCE:

FRESHER

ROLES AND RESPONSIBILITY:

- Good Knowledge in Microsoft Office with typing speed 30wps.
- Organizing and storing correspondences, documents and computer-based information in Ms-Excel and MS-Word
- Assisting in letter correspondence (Email, Scanning, attending Phone calls & etc.)

EDUCATIONAL QUALIFICATIONS

BBM

Magadh University • 2012

PUC

Jharkhand Academic Council Ranchi • 2009

SSLC

Jharkhand Academic Council Ranchi • 2006

CERTIFICATIONS:

- The Academy Council of GCSM has duly Examined

STRENGTH

- Excellent communication skills.
- Ability to grasp the new skills.
- Ability to work individually as well as in group environment.
- Ability to handle all difficult situations throughout the process.

PERSONAL DETAILS:

Father Name	:	Rabin Tiwary
Mother Name	:	Geetha Devi
Date of Birth	:	25/12/1991
Language Known	:	English and Hindi

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.

(PRABHANSHU KUMAR TIWARY)