

**MANISH KUMAR TIWARI**

Address : E-25, Sector 51, Noida

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**Career Objective:**

“A position allowing me to utilize my knowledge and expertise in different areas.”

**Professional Experience:**

**Company Name-**M/s Fozal Power Pvt. Ltd.

**Job Profile-** Personal Assistant to Chairman

**Name-** Shri Krishan Lal Chugh (Chairman Emeritus, ITC Ltd.)

(Chairman Gati Limited, Director Sandhar Technology & Chairman Fozal Power Pvt. Ltd)

**Duration-** August 2017 to Till Now

**Roles & Responsibilities:**

- Manage and maintain the Chairman's diary and email account.
- Filter emails, highlight urgent correspondence and print attachments.
- Organize inbound emails into the appropriate folders and any relevant information to be copied into the correct file on the hard drive.
- Respond to emails as much as possible, dealing with appointments, requiring Bio or photos etc.
- Ensure busy diary commitments, papers and travel arrangements are managed effectively including producing a daily folder with diary, necessary papers etc. and troubleshooting problems.
- Conduct weekly diary meetings with the Chairman to discuss upcoming engagements invitations and other requests.
- Schedule on behalf of the Chairman meetings between him and his direct reports and the committees and groups to which he is a member.
- Coordinate travel and accommodation requirements in connection with others and ensure arrangements in place for the Chairman match his requirements.
- Filter general information, queries, phone calls and invitations to the Chairman by redirecting or taking forward such contact as appropriate.
- Ensure the Chairman is fully briefed on, or prepared for, any engagements he is involved in
- Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Chairman.
- Prepare correspondence on behalf of the Chairman, including the drafting of general replies.
- Minute general meetings as required and complete research on behalf of the Chairman.
- Keep and retrieve files.
- Ensure guests meeting with the Chairman are well taken care of.
- Provide a service that is in line with the Chairman work habits and preferences

**Professional Experience:**

**Job Profile-** Personal Assistant (General Secretary RSS North Region)

**Organization-** Rastreey Swam Sewak Sangh (RSS), Jhandewala Delhi

**Duration-** 22 July 2015 to 6 August 2017

## **Roles & Responsibilities:**

- Maintained daily task list-arranged meetings and made appointment with individuals on a priority basis
- Planned and supervised all personal travel arrangements including: air travel, ground transportation, and accommodations
- Maintained and managed activities, commitments, and deliveries
- Planned the time table schedule of business, personal and weekend events
- Efficiently managed telephone calls, emails and collected/ sort mail
- Assisted in early childhood development; motor skills, social manners, training
- Scheduled and coordinated creative and educational activities weekly

## **Educational Qualification:**

### **Professional Qualification:**

- L.L.B from APS University in the year 2018.
- M.B.A from UPTU in the year 2014 with an aggregate 63%.
- B.Com from APS University in the year 2011 with an aggregate 73%.

### **Academic Qualification:**

- Sr. Sec. Examination from MP Board in the year 2008 with 74%.
- Sec. Examination from MP Board in the year 2006 with 65%.

## **Specialization:**

- Human Resources & Finance (MBA)

## **Summer Internship:**

Company Name: Birla Cement Corporation, Satana

Project Duration: 25<sup>th</sup> June to 15<sup>th</sup> August

Title of Project: A project Report on Management of working capital management

## **Computer Skill:**

- Database Management
- Microsoft Office
- Internet

## **Co- Curricular Activities:**

- Actively participated in State Debate competition held in SRKC , Satana in 2009
- Actively participated in Aid- Mad competition held in MIMT , Greater Noida in 2013
- Actively participated in Speech competition held in UIM , Greater Noida in 2012

## **Awards & Recognition:**

- District and State level certificate in Speech Competition.
- District level certificate in Debate.

**Hobbies:**

- Travelling
- Reading
- Poem Writing
- Motivational Speaking

**Personal Profile:**

|                |                               |
|----------------|-------------------------------|
| Name           | : Manish Kumar Tiwari         |
| Father's name  | : Shri Nandani Prasad Tiwari  |
| Mother's name  | : Late Smt Vidhya Tiwari      |
| D. O. B.       | : 19 <sup>th</sup> June, 1991 |
| Gender         | : Male                        |
| Marital Status | : Single                      |
| Language known | : English, Hindi and Sanskrit |

I, hereby declare that the above mentioned details are complete and correct to the best of my knowledge.

Date:

Place:

**(MANISH KUMAR TIWARI)**