

# CURRICULUM VITAE

## **RAJ KUMAR TIWARI**

A-32 MADANPUR KHADAR  
SARITA VIHAR NEW DELHI  
PIN: 110076

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## **CAREER OBJECTIVE**

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To acquire a challenging position in an organisation. I would like to work in a challenging environment, which gives me an opportunity to learn. I am a team player and always enjoy my work, willing to learn and can handle any kind of situation confronted in any environment.

## **WORK EXPERIENCE**

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**Jun' 2013 to Till Date – M/s. Utility Powertech Limited (Noida, Sec-11)**

**(A Joint-Venture of Reliance Energy and NTPC Limited)**

**EXECUTIVE ASSISTANT OF CORPORATE SAFETY DEPARTMENT(NTPC  
*Electric Supply Company Limited*)**

### **Key Responsibilities:-**

- ❖ ESS Knowledge..
- ❖ SAP Knowledge..
- ❖ Daily Report
- ❖ Bill processing of expenditure incurred in meeting, tour & travels.
- ❖ Verification of Site Bills, office/site expenses vouchers, cash book.
- ❖ Responsible for Local Purchases on time to time basis.
- ❖ Balance between Higher and Lower management .

### **Additional Responsibility**

- ❖ **General Administrative Work,**
- ❖ Maintaining all official records.
- ❖ Maintaining MIS and documents and minutes for meeting
- ❖ Fixing Appointments, Letter drafting.
- ❖ Handling Travel arrangements.
- ❖ To prepare reports & MIS(Includes, Complete Financial year, Traveling Expense, Stationary Expense, Office Maintenance, Dispatch, Office Assets etc).
- ❖ Help Desk ( Ticket Booking , Hotel booking , Hospitality to guest etc.)
- ❖ Maintain relation with clients.

## EDUCATIONAL QUALIFICATION

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- ❖ Bachelor's of Art (B.A.) from Deen Dayal Gorakhpur University
- ❖ Higher Secondary (H.Sc.) from U.P. Board
- ❖ Secondary School (S.Sc.) from Bihar Board

## PROFESSIONAL SKILLS

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- ❖ Coordinating inter-department activities.
- ❖ Maintaining Office Work.
- ❖ Skilled at leadership, analysis and have Computer knowledge.

## KNOWLEDGE IN COMPUTERS

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- ❖ Diploma in Computer Application, (DCA)
- ❖ Diploma in Financial Accountant (DFA)
- ❖ **Advance Excel** (Sum,if, Countif,counta, sumproduct, Date&Time etc..)
- ❖ Well versed in Windows applications – MS OFFICE (Excel, Word, Outlook & Powerpoint), and Internet Research.

## PERSONAL DETAILS

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Date of Birth : 31.12.1990  
Father Name : Jag Mohan Tiwari  
Sex : Male  
Nationality : INDIAN  
Marital Status : Married

## AREAS OF INTEREST

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- ❖ Solving aptitude and Reasoning's
- ❖ Playing & Watching Cricket.
- ❖ Reading News Paper.
- ❖ Listening Music,
- ❖ Travelling, visiting historical places

## LANGUAGES KNOWN

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- ❖ English, Hindi,

## DECLARATION

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All the above information given by me is true to best of my knowledge.

Date:

PLACE: Delhi

Raj Kumar Tiwari