

RESUME

RAMA TIWARI

Tower B-5, Ecovillage-2, Noida Extension

Mob No :- 8586868036

Email ID :- ramatiwari71@gmail.com

Objective:

To be a part of a reputed organization and work in a dynamic & friendly environment where I can utilize my potential and talent and take an active interest in the growth of the organization.

Qualification:

Percentage	Year of Passing	Institute	Board/University	Course
65.60%	2011	Govt Girls H. S. School Indore	DAVV	B.B.A.
70.40%	2009	M P Board Bhopal	M.P. Board	12 th
70.17%	2007	M P Board Bhopal	M.P Board	10 th

Strength:-

- Flexible to adapt new situation.
- Willingness to learn new things.
- Having positive attitude.

Computer Proficiency:-

- Basic knowledge of computer application (**D.C.A**)

Experience:-

- 1 Year of experience in **C1 INDIA PVT. LTD.** as a **FRONT OFFICE EXECUTIVE** cum **ADMIN Co-Ordinator.**
- 2 Years of experience in **Himalayan University** as a **FRONT OFFICE EXECUTIVE** cum **Admin Co-Ordinator.**

CO-Curricular Activity:-

- Won First Price in Solo Dance Competition On Annual Function At School Level.
- Won First Price in Group Dance Competition on Republic Day Ceremony at School Level.

Personal Profile:

- **Name** Rama Tiwari
- **Father's Name** Raj Narayan Tiwari
- **Date of Birth** 23/05/1989
- **Permanent Address** Block no 6/4 Dusari Paltan 96 Quarter Police Line Airport Road Indore
- **Strength** Positive Attitude, Hard Worker.
- **Hobbies and Interests** Listening to Music & Dancing