**MANISH KUMAR TIWARI**

Address : E-25, Sector 51, Noida

**Email Id:** tiwarimanish481@gmail.com

**Contact No**. 9643943768, 8851779231

**Career Objective:**

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

**Professional Experience:**

**Company Name-**M/sFozal 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: 25th June to 15th August

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

**Computer Skill:**

* Database Management
* [Microsoft Office](https://www.thebalancecareers.com/microsoft-office-skills-for-resumes-2062438)
* 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. : 19th 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)**