**CURRICULUM VITAE**

**raj kumar tiwari**

**a-32 madanpur khadar**

**sarita vihar new delhi**

**pin: 110076**

**E-mail: rajkumartiwari500@gmail.com**

**Mo: +918826171905**

**CAREER Objective**

To acquire a challenging position in an organisation. I would like to work in a challenging enviroment, 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**

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

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

**Exicutive 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.
* Responsiable for Local Purchaches on time to time basis.
* Balance beetween Higher and Lower manegment .

**Additional Responsibility**

* **General Administrative Work**,
* Maintaining all official records.
* Maintaining Mis and documents and minutes for meeting
* Fixing Appointments, Letter drfting.
* Handling Travelarrangements.
* 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 qualificaton**

* Bachelor’s of Art (B.A.) form Deen Dayal Gorakhpur Unvercity
* Higher Secondary (H.Sc.) from U.P. Board
* Secondary School (S.Sc.) from Bihar Board

**Professional Skills**

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

**Knowledge in computers**

* Diploma in Computer Application, (DCA)
* Diploma in Finiancial Accoutant (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**

Date of Birth : 31.12.1990

Father Name : Jag Mohan Tiwari

Sex : Male

Nationality : INDIAN

Marital Status : Married

**Areas of interest**

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

**Languages KNOWN**

* English, Hindi,

**DECLARATION**

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

**Date:**

**PLACE: Delhi**  **Raj Kumar Tiwari**