***CURRICULAM-VITAE***

# Govind Tiwari [govindtiwari152@hotmail.com](mailto:govindtiwari152@hotmail.com) Plot-72 Mitraon Ext.

**Najafgarh New Delhi-110043 Mobile – 9999154626/8800609039**

**OBJECTIVE**

To secure a suitable leading towards a successful career, utilizing my experience and education in overall success of the company and professional growth based on performance.

# EDUCATIONAL BACKGROUND

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| --- | --- | --- | --- |
| **Course** | **Name of institute/ School** | **University/Board** | **Year of Passing** |
| Graduation (B. A.) | D.D.U. Gorakhpur University | Deen Dayal Upadhyay Gorakhpur University | 2013 |
| Intermediate | Shree Ram Rekha Singh Inter College Gorakhpur (UP) | UP Board | 2009 |
| High School | Shree Mati Shubh Raji Devi Inter College (UP) | UP Board | 2007 |

**STRENGTH**

* Dedication
* Smart working
* Positive Attitude towards work.
* Strong willingness to learn new skills and abilities
* and have strong commitment towards quality work

# COMPUTER SKILLS

* Basic knowledge of Computer.
* Advance Office Knowledge (Word, Excel, PowerPoint).
* Typing Speed: 45 WPM in English and 25 WPM in Hindi.

# PROFESSIONAL SKILLS

* Knowledge of Publishing Software’s: Adobe InDesign, Adobe PageMaker, Corel Draw

and little knowledge of Photoshop and Illustrator.

* Basic knowledge of Video Editing in Adobe Premier Pro and Audition,
* Basic Knowledge of HTML5 and CSS.

# WORKING EXPERIENCE

## Working with Venkateshwar Academy

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| --- | --- |
| **Company Name** | Venkateshwar Academy |
| **Work Type** | * Formatting Documents * Corrections. * Page Setup and Styling. * Proofing and Editing |
| **Designation** | Executive (DTP) (EDP) |
| **Working Period** | Sep-2018 to till date. |

## Worked with Aakash Education Limited

|  |  |
| --- | --- |
| **Company Name** | Aakash Education Limited |
| **Work Type** | * Formatting Documents * Corrections. * Page Setup and Styling. * Proofing and Editing |
| **Designation** | Executive (DTP) (EDP) |
| **Working Period** | Jan-2018 to Sep-2018. |

1. **Worked with Educo International Pvt. Ltd.**

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| --- | --- |
| **Company Name** | Educo International Pvt. Ltd. |
| **Work Type** | * Formatting Documents * Corrections. * Page Setup and Styling. |
| **Designation** | DTP Operator (Computer Operation) |
| **Working Period** | 01-Apr-2016 to 21-May-2017. |

1. **Worked with Airtel DTH Service Center, for 6 Months in Backend Process.**
2. **Worked with Dish TV**

|  |  |
| --- | --- |
| **Company Name** | A. A. Enterprises (Dish TV Authorized Service Center) |
| **Work Type** | * Operating Service CRM and Resolving Customers’   Problem by Sending Technicians.   * Preparing Report of Daily Work and Managing Technicians and allocating work. |
| **Designation** | Backend (Computer Operation) |
| **Working Period** | 22-Oct-2012 to 28-May-2015 |

**PERSONAL INFORMATION**

**Father’s name : Mr. Banshidhar Tiwari Mother’s name : Mrs. Pratima Tiwari**

**Date of Birth : 20-Dec-1992 Sex : Male**

**Nationality : Indian Marital status : Married**

**Hobbies : Playing & watching cricket Language : Hindi & English,**

**Work Experience : 6 Years**

**DECLARATION**

I do hereby declare that the information personal and professional, mentioned above are correct and true to the best of my knowledge and belief.]

**DATE:**

**PLACE Govind Tiwari**