**CURRICULUM –VITAE**

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**VIPIN TIWARI**

RZ-J-62, KH NO -220, WEST SAGARPUR

NEW DELHI -110046.

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**Objective:**

* Seeking excellence in the chosen professional filed self - motivation, hard work and Augmentation of core skills requires for effectively delivering the goods. Believe strongly in the concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.

**Educational Qualification:**

* 10th Passed form CBSE Board.
* 12th Passed Form CBSE Board.
* B.Com From Delhi University.
* Diploma in Accounts & Finance.
* M.Com Pursuing From IGNOU.

**Skill Details:**

* Knowledge of computer, Tally ERP.9, Microsoft Office, Financial Accounting.

**Work experience:**

* Two Year Completed of Sap Coordinator, Service Management and Other

Backend activities. ( Eureka Forbes Limited).

* Handling a team of 20 Nos. of service Technicians for provides better & satisfactory Service to Customer.
* Handling Clients Complaints (Eureka Forbes Limited).
* Maintain the daily/week/monthly services report & mail to concern person.
* Making quarterly service reports, spares replaced report and quarterly billing details for payment from customer and file service report daily basis.
* Stock Received & Return and Excel Report Prepared.
* 6Th Months Tally.ERP.9 and Microsoft Office (Teaching).

**Personal Strengths:**

* Hardworking, Honest, Punctual & Positive Attitude.

**Personal profile:-**

Father’s Name : Sh. Hanuman Tiwari

Date Of Birth : 15th July 1995

Marital Status : Unmarried

Gender : Male

Nationality : Indian

Religious : Hindu

Language Known : Hindi, English

Hobbies : Cricket, Listening music.

**Declaration:**

I hereby declare that the above mentioned information is correct to the best of my knowledge.

**Date :**

**Place** : New Delhi **(VIPIN TIWARI)**