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**Omkar Tiwari**

**Mobile:** +91 9669741668, 9340408087; E**-Mail:** omkartiwari1987@gmail.com

**Current Address: Satna** (**M.P.)**-**485773**

Career Objective

To operate in a challenging, personally satisfying team environment in which my academic and management knowledge will fully utilize.

Professional Summary

To make a mark for myself in the field of Education& social sector, climbing new height in education of children with disabilities, seeking for an organization that lends me a supportive and cooperative learning environment with sample chances to contribute and diversify my knowledge and skills in survey Analysis and research.

Core Qualification

* Notable managerial skills especially when overseeing multiple employees.
* Strong computer skills as application to MS Office programs including Excel and Access.
* Ability to perform physical work as needed.
* Adept at working within fast-paced settings.
* Strong organizational and communications skills.
* Ability to work flexible schedules.

Previous Company

* Organization Career Launcher Pvt. Ltd. (Ashok Nagar M.P)
* Designation (I.T.E.S Trainer)
* Project Name (C.S.R)
* Duration **January 2010 to July 2013**

Previous Company

* Organization Don Bosco Tech Society (Jabalpur M.P)
* Designation (Retail Trainer cum Office Manager)
* Project Name (C.S.R)
* Duration **August 2013 to 2015**

Current Company

* Organization Don Bosco Tech Society ( Regional Office Bhopal M.P)
* Designation (Recruitment Officer)
* Project Name ( DDUGKY,CSR)
* Duration **August 2015 to Till Now**

Professional Qualification

* S.E.O (Search engine optimization) Bhopal (M.P).

Educational Qualification

* **M.B.A.** from B.U. Bhopal University, with an aggregate of 60**%**
* **B.C.A.** from Katni degree college katni (M.P) Affiliated to Makhanlal   
  Chaturvedi University Bhopal M.P, with an aggregate of **66. %**
* 10+2 from Govt. Shabhaganj H.S. School Shabhaganj Satna M.P in 2006 with 60% marks**.**
* 10th from Jhukehi H.S Satna M.P in 2004 with 52**% marks.**

Computer Technical Skill’s

* Knowledge : :Basic knowledge in computer
* Language : Basics Knowledge of C, C++ , HTML
* Operating System : Windows 98, 2000, XP, Windows

Extra Qualification

* SOP Qualify (Standard Operating Procedures) (DDUGKY)

Duration (1year)

Project Details in College Level

**Product Analysis (PA) :**

**Description:**  The analysis of product in cement martial maiher cement factory in maiher

**Role:** Product analysis

**Environment:** walk in factory location and analysis of cement product

**Retail Management (R.M):**

**Description:** The retail management in learn to start with close to shop retail section. It manages all section of the customer attend, shop, store like reception, counter operation management, outdoor patient management, Stock management, inventory and account etc.

**Role:** Retail manager

**Environment:** whole retail management skill.

**Real Estate Management System (REMS):**

**Description:** Real estate business systems provide the management skill to maintain a customer and Increase a business of your target and developments with achieve the goal. Main activities in motivation let you track in customer, budget, ability, and payment condition. With the right marketing executive separate target achieve for company growth and self-growth.

**Role:** marketing executive

**Environment:** Real estate management.

Project Details in Skill Development Field

**CSR (Corporate Social Responsibility**) 2013 to 2014 (Jabalpur M.P)

Corporate social responsibility project is private project CSR Project under to private company and this project whole operate in private company the company has spent of money for skill development project by donating old used computer for promoting education and also supported for placement and new generate the funding partner etc.

That project under to guideline, mobilizing team is hire to rural field student and after trainer provides the training in trainees, 60 days after training conduct the interview and provides job placement

**DDUGKY (Deen Dayal Upadhayaya Grameen Kaushalya Yojana) 2014 to 2015, (Katni MP)**

I have 1 years experience in DDU-GKY project in katni as a center coordinator position that project is government project of India youth employment scheme the vision of DDU-GKY is to transform rural poor youth in to an economically independent and globally relevant workforce. It aims to target youth under the age group 18-35 years. And provide the training and job placement.

This project operates in residential building with also require in hostel facilities.

**CSR (Corporate Social Responsibility**) 2015 to 2018 Till Now (Sagar M.P)

I am current time operate in CSR project related to DHFL Company, DHFLTraining program in 60 days and with provide the tee-shirt, Bags, Note book etc.

This training program is rural development program and mobilizing team hire and invites the rural area students after counseling and they are choose the subject after Trainer provides the training and job placement.

Professional Attributes

* Good Communication Skills
* Result oriented approach
* Easy going with people
* Leadership & Coordination, Motivation, Team Management, Moral ability Skills.
* Flexibility, Honesty
* Ability to work in Harmony with Co-Workers.
* Technical Competency.

Personal Profile

Date of Birth : 15th July, 1987

Permanent Address : Village Gugdi, Post – Pakariya, District Satna (M.P)

Linguistic Abilities : English & Hindi.

Hobbies : Singing a song, Listening Music.

Nationality : Indian

About Myself

Ibelieve in finishing every task given to me with full sincerity and hard work. I am confident

**Omkar Tiwari Place**

**Katni M.P**