

**Saheb Kumar Tiwari**

cell: +91 8840286059, e-mail: [saheb2525@gmail.com](mailto:saheb2525@gmail.com)

Address: H No. 22 Dhramshala Bazar Gorakhpur U.P ,Pin - 273001

## **SAHEB KUMAR TIWARI**

### **Career Objective:**

Working for an organization that will help me grow as a professional and provide opportunities to leverage my knowledge and experience in order to achieve organizational goals.

### **Professional Summary:**

- + Motivated and flexible to learn, take up new challenges and exceed expectation.
- + Team player, quickly adopt changes, motivate and empower team members.
- + Excellent problem solving, effective communication, sound decision making.
- + Ability to work with children of different aptitude and skill.
- + Highly responsive to customer's changing needs and explore opportunities for process improvements.
- + Excellent communication skills and ability to mix with children effortlessly.

### **Skills:**

- + Computer Software & Operating Systems: MS Windows 10, MS Office (Excel, Word, PowerPoint), MS Outlook
- + Accounting Applications: Tally
- + Tools and Techniques: Planning, Meetings, Product Surveys, Reporting, Requirement Gathering, Performance Review, Testing, Comparative Analysis

### **Work Experience:**

#### ***Trainee in***

***Maheshwari Vivek and Associates***

***Dec, 2018 – March, 2019***

#### ***Overview – Branch Operations and Customer Service:***

- Inputting Income and Expenses.
- Managing Accounts
- Book Keeping
- Taxes
- Reconciliations

***Currently Working as a Teacher in School***

***April, 2020 – Till Date***

***Silver Line Academy Gorakhpur***

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**Key Responsibilities:**

- ✓ Ability to work in a fast paced environment and handle multiple tasks.
- ✓ Leadership skills with experience in managing children.
- ✓ Managing invoicing, payments, taxation and other accounting activities of assigned branches.

**Certification:**

- + CCC Certification from NIELT
- + Tally Certification from NIIT
- + MS – Working from NIIT

**Education:**

- + Master of Commerce: Accounts & Marketing:  
Completed in Aug, 2021 from Siddharth University, Kapilvastu, UP – India
- + Bachelor of Commerce: Accounts & Finance:  
Completed in Jul, 2015 from Jai Prakash University (JPU), Chhapra, Bihar – India
- + Higher Secondary:  
Completed in Jul, 2012 from U.P Board.
- + Secondary Examination:  
Completed in Jul, 2010 from Bihar Board.

**Hobbies:**

- + Playing Cricket, Reading Books

**Declaration:**

I do hereby declare that the above information is true to the best of my knowledge.

**Saheb Kumar Tiwari**