***CURRICULUM VITAE***

*DHARANI DHAR DWIVEDI* ***CORRESPONDENCE*** *ADDRESS –EWS-474*

Contact No. +91 8874587570, SUBHASH CHANDRA BOSH NAGAR,

E- mail: dhdwivedi@gmail.com SURAJKUND, GORAKHPUR, UTTAR PRADESH-273001

# Career Objectives

* To work in truly professional setup where I could apply my knowledge & skills that offers professional growth while being resourceful for success & growth of the company. Continuous pace of work, energetic smart use of time and energy to get maximum possible output. Having approach of being satisfied from the availability of the achievements but never been satisfied with produced results in concern of their betterment .always having dedication on words in concern of work & responsibility given by the authority, organization or person better than their expectation.
* Strength
* I am hard working, sincere & dedicated person, seeking a challenging atmosphere, where I could prove my Potential. Always making efforts to increase my moral power, self- confidential aspects, professionalism in work and official decorum. And also have passions & loyalty regarding my duty, responsibilities given by the organization/institution/company under my involvement in a large level of accuracy to get maximum out- put or revenue expected by appropriate authorities or organization.

# Responsibilities

* Managing group work and domain environment.
* Responsibility of daily and weekly backup.
* Maintaining team spirit and healthy environment amongst the team members for getting maximum output and professionalism amongst the officials as well.
* Being very careful in respect of the properties, instruments, memorandums, disciplinary aspects & instructions and the motto.
* Day to day reporting and makings insurance regarding financial activity as bank deposit, cash collections from the appropriate parties as distributor associate distributors and retailers when ever they manage payment in cash. in condition of receiving payment in cheque, dd…etc then manage their all responsibilities to be cashed in fever of company’s account.
* Ensuring to pass all the requested requirement of junior staff and parties to the highier or reporting authorities. Also monitoring attendance, discipline, marketing representation and all official instruction like job role, style manner and way to get maximum out put under required formalities.
* **Work Experiences**
* Worked as Service Manager for 1.5 years, for Vodafone Essar Digilink Ltd under Emminent , an employment out sourcing company. .
* Also experienced to work with Adips pharma as medical representative at Gorakhpur.
* Worked as Centre Manager with Mahendra’s Banking Institute ( Now its known as MEPL) for Varansi patna and lucknow locations.
* Also initiated my contribution as Manager Sales & Marketing in for Mahendra’s publication a division of Mahendra Educational Pvt Ltd) .
* Worked as a Marketing In charge with RAMA MEDICAL COLLEGE, HOSPITAL & RESERCH CENTRE, KANPUR for 1.5year.
* **Worked for SANKARA EYE CERE INSTITUTIONS, INDIA, head quarter based over Coimbatore Tamil-Nadu. There I was deputed for all marketing, business development and out rich initiatives as Marketing Executive, till 31st March 2016**.
* Worked with Career Power Kolkata as Head-Business and operations, and looking after whole operations & business development of all associated branches based over Kolkata. There were 4 branches in the location in various parts of city. I worked there from 20 Aug 2016 to 20 May 2019.
* **CURRENT JOB/WORK DISCRIPTION-**

**Currently working with Sharda Narayan Hospital Mau, its multi specialty hospital with a capacity of 150 beds.**

* **Professional Qualification**
* **B. J (Bachelor in Journalism), from DDU, Gorakhpur university in year 2007.**
* **B. Ed from DDU, Gorakhpur University in year 2011-12.**
* **Having basic knowledge of computer work in especially in applications of word, excel, internet.**
* **Educational Qualification**
* Graduation from **Gorakhpur University in year 2005**.
* 10+2 from G.I.C Gorakhpur in year 2002.
* 10th from G.I.C Gorakhpur in year 1999..
* Personal Detail

Father’s Name : Shri Vishnu Dhar DWIVEDI

Mother’s Name : Late Koushilya Devi

Religion : Hindu

Cast : BRAHMIN

Marital –Status : Married

Date of Birth : 2nd JAN 1985

Language Known : Hindi & English.

Permanent Addres : Maghgawa, Jagatbela, Gorakhpur,UP

Pine Code : 273001

Contact : +91-8874 587 570

Hobbies : Listening Music, Roaming, Playing & Watching cricket

Date: 25/ 01/2018

Place: **Kolkata** ***(Dharani Dhar Dwivedi))***