

**PRAVEEN TIWARI**

Madhav Gyan school,  
Kharkaoni, Naini,  
Allahabad\_211008  
[praveentiwari326@gmail.com](mailto:praveentiwari326@gmail.com)

**Mob:- 8115732338**

**8299518707**

**CAREER OBJECTIVE:**

To working a professional environment that would help me in using my core skills and skills acquired from my academic qualifications and personal experiences.

**Work Experience:**

- Exp as an Admin Dep. in **Mahendra Educational Pvt.Ltd** since MAY 2016 Till MAY 2020.

**JOB PROFILE:-**ADMINISTRATION,  
OPERATION, STORE /OFFICE  
MANAGEMENT, ACCOUNT MAINTENACE,  
PETTY CASH HANDLING, RECORD  
MAINTENANCE AND DOCUMENTATION.

**EDUCATIONAL QUALIFICATIONS:**

- M.com. from N.G.B.U. University Allahabad (2015)
- B.com. from University Of Allahabad (2013)
- Intermediate (12<sup>th</sup>) from UP Board Allahabad (2010)
- High School (10<sup>th</sup>) from UP Board, Allahabad (2008)

**TECHNOLOGICAL SKILLS:**

Operating Systems: MS Windows, MSOffice, Internet and Computer Application in Management

**CO-CURRICULAR ACTIVITIES:**

Management  
Computer Literacy

**Strength:**

- Ability to grasp faster.
- Determination towards work.
- Positive attitude towards life.
- Capacity to deal in stress positively.

**INTERESTS:**

Traveling, Listening to Music and Watching cricket.

**PERSONAL DETAILS:**

Date of Birth :	08/03/1994
GENDRER :	MALE
FATHER NAME :	MR. PRAMOD TIWARI
NATIONALTY :	INDIAN
LANGUAGE :	HINDI, ENGLISH

**DECLARATION:**

I hereby declare that the information furnished above by me is true to best of my knowledge.

**Date:- 24/09/2020**

**(PRAVEEN TIWARI**

