

Chandra Shekhar Tiwari

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Career Objective:

Looking for a challenging career which demands the best of my interpersonal and work skills for betterment and growth of my professional ability and organization as well

Work Experience:

Total of 15 years of work experience

- Currently working in Prestige University Indore as Admin and programme executive
- Worked as 'Facility Coordinator' in Symbiosis University Indore, since March 2022
 - Responsibilities:
 - Executing and Supervising day-to-day operations of the administrative department and Facilities.
 - Planning, scheduling and promoting office events, including meetings, conferences, orientations, and training sessions.
 - Managing Employee Transportation.
 - Gathering quotes, comparing and finalizing as per company requirement
 - provide administrative support to the Facilities Manager and the Facilities organization
 - manage office functions including: Work Order coordination, Security badge and access assignments, and providing general support services for the divisional staff.
 - manage all outside contractors in support of the Facilities Department, including maintaining records and contracts, coordinating project activities, and providing scheduling support.
 - Email day to day activities report to the manager.
- Worked as 'Estate Officer' in DPS Rau Indore, from March 2019 to March 2022.
- Worked as 'Operation Manager' in Jitendra Security Services Indore, from April 2018 to March 2019
- Worked as 'Estate maintenance incharge' in Sanghvi Institute of management & Science Indore, from June 2009 to March 2018
- Worked as 'Housekeeping Incharge' in Sanghvi Institute of Management and Science Indore, from Aug 2006 to June 2009.
- Worked as 'Maintenance incharge in Construction department' in Sampurna Hospital and Research Centre, Indore, from Aug 2006 to June 2009.

Educational Qualification:

- Diploma in Computer Application

- B.A. (Bachelor of Arts) in Humanity subjects from APS University Rewa M.P. in the year 2003
- Higher secondary school in Science stream from M.P. Board in the year 1998
- Senior secondary school from M.P. Board in the year 1996

Co- Curricular activities:

- Secretary of student union in Government College Amarpatan, Satna (MP)
- Captain of school cricket team in State level
- President of student union in higher secondary school
- State level participation in Swimming

Personal Details:

Name	Chandra Shekhar Tiwari
Date of Birth	01.05.1981
Sex	Male
Father's name	Mr. Vishvanath Tiwari
Language known	English, Hindi
Strengths	Willingness, Honest, Hard worker
Hobby	Reading News Paper, Stretching Exercises, Cricket
Permanent address	1/242, Satna (MP)

I hereby declare that all the information given above is true and I hold the responsibility of its authenticity.

Date:

Chandra Shekhar Tiwari