

# **Resume**

Name: Shivam Tiwari  
Add- Ambedkar Colony Near Chattarpur Metro Station  
New Delhi-110070  
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## **CAREER OBJECTIVE**

- To establish myself, as a real professional getting knowledge to work for
- an organization where my knowledge skill and experience can be utilized in
- Maximum and at the same myself can enrich my professional knowledge.

## **ACADEMIC QUALIFICATION**

- 10th Passed From UP Board Allahabad in 2012
- 12th Passed From UP Board Allahabad in 2014
- B.Com Graduated From Dr B.R Ambedkar University in 2017
- M.Com (Post Graduated) From Dr B.R Ambedkar University in 2019

## **COMPUTER KNOWLEDGE**

- Tally : ERP 9.0 .
- Excel : Advance Excel.

## **WORK EXPERIENCE**

- |   |            |             |
|---|------------|-------------|
| ➤ Working Experience : -                | Role:      | Experience: |
| ➤ Sio Vasunddhara International Pvt Ltd | Accountant | 2 year      |
| ➤ Alfa Packers & Movers                 | Accountant | 2 year      |

## **JOB PROFILE**

All type voucher entry & billing.  
Maintain BRS.  
Maintain MIS work.  
Make Quotation, P.O & Proposal  
Maintain Attendance & salary of staff & workers.  
Pay ESIC & utility bill  
To mail daily report and data base to the progress manager  
Collect information from various locations on the Internet  
Book keeping.  
Calling in customer care & generate service complain no & follow up  
Prepared outward challan.  
Attend incoming & outgoing calls.

## ***STRENGTH***

- Hard worker,
- Self Confident.
- Smart Working

## ***HOBBIES***

Playlng Cricket.

## ***PERSONAL DETAILS***

|                |   |                          |
|----------------|---|--------------------------|
| Father's Name  | : | Late Shri Jagdish Tiwari |
| Date of Birth  | : | 18th Oct 1998            |
| Language Known | : | Hindi & English          |
| Marital Status | : | Unmarried                |
| Religion       | : | Hindu                    |
| Nationality    | : | Indian                   |

Declaration:-

I hereby the declare that the information furnished above are true to the best of my believe & knowledge.

Date :

Place : New Delhi

(Shivam Tiwari)

Sign :