

CURRICULUM VITAE

VIBHA TIWARI

At, Navade, midc taloja

Kalamboli, navi mumbai

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Career Objectives:-

Looking for an entry into a world class Highly Professional Organization with challenging

And competitive environment, where I can use my knowledge base as personal

Attribution to achieve the organization goal.

Education Qualifications:-

Exam	Exam Board/University	Year of Passing Percentage	Percentage
<i>Bachelor of computer application</i>	<i>M.C.U. Bhopal</i>	<i>2014</i>	<i>68.76%</i>
<i>Tally ERP 9</i>	<i>Maharashtra</i>	<i>2014</i>	
<i>H.S.C.</i>	<i>M.P. Board</i>	<i>2010</i>	<i>73.02%</i>
<i>S.S.C</i>	<i>M.P. Board</i>	<i>2008</i>	<i>70.02%</i>

INTERNSHIP DETAILS:-

30 Days training in ITM University Baroda.

Program structure	Training at ICICI Sales Academy (ISA) 2015 Batch
WEB SITE	www.itm.edu/ISA/icicibank/

Personal Strength:-

- *Hardworking*
- *Positive Attitude Thinking*
- *Time Management*
- *Fast Learner*
- *Loyalty*

Work Experience:-

- 6 Months Experience as a **Telecaller at Sify Broad Band Services Ltd New Delhi.**
- 6 Month Experience as a Receptionist at Rajiv Gandhi Computer College (M.P.)
- 1 Year Experience as a **Sales Officer in ICICI BANK Belapur Branch Navi Mumbai.**
- 1 Year Experience as an **Assistant Manager in Reliance Jio smsl in Chandrapur Maharashtra.**
- 5 year Experience as an **Administrator in Alliance Engineering at DFPCL MIDC taloja Raigad Maharashtra.**

Work Profile:- HR requirement work's and create the invoice (Bill) of my organization also making the **Payment** of all workers and staff. **HR department work like ESIC & PF** etc. Joining formalities, providing uniforms, safety shoes to employees and maintaining records. Organize and maintain personnel record. Prepare HR documents, Appointment letters, confirmation letters, transfer letters, warning letters etc. Revise company policies, rules regulations from time to time. Solve employee's queries. Providing uniforms, safety shoes and aprons to employees and keeping its record Assist accounts department by providing relevant employees information (e.g. leaves of absence, sick days and work schedules) for salary calculation. Salary account opening related activity. Maintain attendance data. Employee's online joining process etc. Ensuring all PF related matters like withdrawal, transfers, etc. are addressed. Ensuring new joiner bank accounts are opened on time. Data entry of all personal information of employees in CLMS system. Maintenance and updating of staff records in CLMS. **Compliance related work and submitting it.**

Personal Details:-

Name - Vibha Tiwari

Father Name - S.N.Tiwari

Date of Birth - 20 May 1993

Nationality –Indian

Languages Known Hindi, English, Marathi

Marital Status - Married

Yours Faithfully

Vibha Tiwari