



## CONTACTS

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- 📍 Delhi

## PROFESSIONAL SKILLS

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- Analytical & Critical Thinking
- Negotiation & Cost benefit analysis
- Communication skills
- Time management
- Problem-solving Skills
- Active listening
- Teamwork
- Leadership Skills
- Decision Making Skills
- Strategies Analysis Skill

## Skill in IT's

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- JIRA
- Power BI
- Tableau
- SQL
- MS Excel
- MS Power Point
- MS Word

## AMIT KUMAR TIWARI

Bachelor of Business Administration

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To seek a challenging career in the field of Project management as I am passed my graduation from Guru Gobind Singh Indraprastha University, New Delhi. Highly motivated and detail-oriented project management knowledge seeking an entry-level position as a project Coordinator. Strong analytical and problem-solving skills, combined with a solid understanding of project management. Eager to contribute to the efficiency and success of a dynamic organization while gaining practical experience and expanding my knowledge in project management.

## WORK EXPERIENCE

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### ➤ Business Development Intern (Sales & Marketing)

Working in AGATSA SOFTWARE PVT. LTD. as Business Development Intern (Sales & Marketing) from 18 July 2022 to 18 Sep 2022

## EXPERTISE AND KNOWLEDGE AREA

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- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong analytical and problem-solving abilities
- Having a knowledge in Project management tool like – JIRA
- Understanding on Business Analytic tools – Power BI, Tableau and SQL
- Able to make project documentation and report like- Project plan, Project Schedule, Project Budget, Project Status Report, Team Charter, Project/Business Requirement Document and other documents
- Ability to work well under pressure and meet tight deadlines
- Team player with the ability to collaborate and coordinate with cross-functional teams

## Skills in Digital Marketing

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- Social Media Marketing
- Instagram Marketing
- Facebook Marketing
- Google Ads
- Email Marketing
- YouTube Marketing

## INTERESTS

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- Reading Business Books
- Travelling
- Cultural Activities
- Communication
- Explore new things

## LANGUAGES

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### English

Full Professional Proficiency

### Hindi

Full Professional Proficiency

## STRENGTHS

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- Positive Attitude
- Willingness to work
- Adaptability to change
- Work in Group
- Social Responsibility
- Accountability
- Maintaining Rules & Regulations

## PROJECT

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### ➤ **MotherBite.com**

Worked on own Start-up name motherbite.com a food & snacks processing company. It helps me to gain working experience in the field of E-commerce and helps to gain experience in Project Management.

## EDUCATION & QUALIFICATION

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### ➤ **Bachelor of Business Administration**

Recently Passed BBA 2020 – 2023 from Guru Gobind Singh Indraprastha University, New Delhi and score 86.6 % with an **elective subject as Project management and Production & Operation management.**

### ➤ **Intermediate**

Passed Intermediate by 80.6% from CBSE Board in year 2020 from St. Xavier's Sr. Secondary School

### ➤ **High School**

Passed High School by 73.8% from CBSE Board in year 2018 from St. Xavier's Sr. Secondary School

## CERTIFICATIONS

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### ➤ **The Fundamentals of Digital Marketing**

Awarded the certification of Excellence from Google Digital Unlocked on July 2022  
Certificate Id – NJFWQQTST

### ➤ **The Introduction to Digital Marketing**

Awarded the certification of Excellence from Great Learning Academy on June 2022  
Certificate Id – XTESQREI

## AWARDS & ACHIEVEMENTS

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- Winning an award in Marketing Quiz competition organized by TECHNOUTSAV by IEEE AGDITM, New Delhi
- Selected as Vice President of the Training and placement club of Sankalp Society of ADGITM, New Delhi
- Winning an award in science exhibition project on wastewater management with sewage water treatment plant in my school.