

RESUME

Vibha Dwivedi

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For the post of:

Objective: To utilize myself as resource for all kind of challenging jobs upgrading my knowledge & skills from time to time and to make the best use of my ability and skills for the achievement of Organizational goals. And to dedicate myself to the responsibilities assigned by the Organization I work with.

Academic Qualification: Bachelor of Arts (English & Sociology from Faizabad University in 2017)
Intermediate (PCM from U.P. Board in 2014)
High School (PCM from U.P. Board in 2012)

Professional Education: MBA (Finance from Ramswaroop Group of Professional Colleges in 2019).

Technical Skills: Six-month Certificate Course in Diploma in Advance Financial Account (DAFA)
Operating System : Dos, Windows-2010
GUI Tools : MS-Office-2010(World, Excel, Power-point)
Internet, Outlook-Express

Experience:

Egis-India Consulting Engineers Pvt. Ltd.

Uttar Pradesh Core Network Development Programme funded by World Bank. The total budgeted Project Cost is about INR 3,500 Crore.

Business development executive at Team Leader office, Lucknow (U.P.) (Sep. 2020 to Sep.2022)

Job Responsibilities:

- Provide assistance to the Team Leader.
- Read and analyze tender documents
- Preparation of tender bids and Queries related to tender documents
- Attend pre bid meetings
- Prepare reports, memos, letters and other documents using word processing, spreadsheet, and/or presentation software.
- Organize, maintain, update and secure hard copy and electronic filing system.
- Support staff in assigned project-based work.
- Preparation of Monthly Progress Report and Quarterly Progress Report.
- Resume Editing and Formatting according to RFP

M/S Safety Controls & Devices Pvt. Ltd.

Business Development Executive (Tendering & Marketing) **(Aug 2019 to Aug 2020)**

Job Responsibility:

- Read and analyze incoming memos, submissions and reports in order to determine their significance and plan their distribution.
- Open, sort, and distribute incoming correspondences, including faxes and email.
- Prepare reports, memos, letters and other documents using word processing, spreadsheet, and/or presentation software.
- Sort listing of tenders
- Prepare the offers according to the tender submission
- Prepare the Tender document for submission.

Oppo Mobiles India Pvt. Ltd.- Retail and Counter Sales

Sales Executive at Ganpati Mobiles, G17-18, Ground Floor, Sri Ram Tower, 13 Ashok Marg, Hazratganj, Lucknow (U.P.) (April 2016 to March 2017)

Job Responsibilities:

- Assist the Customers at the counter with their queries.
- Ask questions and provide relevant information to the customers that they might need which help them in purchasing.
- Treat all the customers with respect and courtesy.
- Counter update with the product inventory and its functionality.
- Self-Update about the product's each and every details.

Personal Information:

Name	: Vibha Dwivedi
Father's Name	: Mr. Shambhoo Nath Dubey
Date of Birth	: 29-09-1996
Permanent Address	: 4/517/16 Vibhav Khand Gomti Nagar Lucknow-226010
Nationality	: Indian
Sex	: Female
Marital Status	: Single
Languages Known	: Hindi, English
Strength	: Laborious, Confident, Team Spirit, Punctuality, Cool & Calm.

Date:

Place: Lucknow (U.P.)

(Vibha Dwivedi)