

# RAHUL RANJAN TIWARI

18<sup>th</sup> August 1989, India

Address 1/157, Pradhanashalay,  
MGR St, Padur. Chennai  
Mobile 8789282138  
Email Rahulranjantiw09@gmail.com

## Career Objective

I seek a job as a customer service specialist where I can use my experience of handling their queries efficiently and through my technical skills, hard work & creativity help them in their trouble shooting.

## Employment Details

### ADITYA BIRLA MINACS

May 5<sup>th</sup> 2012- May 9<sup>th</sup> 2014

Job Title:- Sr. ACTIO Officer

- Handled and addressed client concerns.
- Communicated with various company personnel located in US & Europe through calls and Emails.
- Updated ACTIO inventory with new Material Safety Data Sheet.
- Trained new people on my project.

### GREEN VALLEY SENIOR SECONDARY SCHOOL

July 18<sup>th</sup> 2014 – August 31<sup>st</sup> 2017

Job Title:- Chemistry Teacher & Counsellor

- Overall responsibility of counselling students and parents especially of class 10<sup>th</sup> & 12<sup>th</sup>.
- Taught programming language C and C++
- Taught Chemistry from class 10<sup>th</sup> to class 12<sup>th</sup>.
- Helped in conducting various exams in the school premises.

## Educational Qualification

Degree	Name of School/college	Board / University	Marks Obtained	Passed in
BACHELORS OF TECHNOLOGY (CHEMICAL ENGG)	SATHYABAMA UNIVERSITY	UGC	65%	2012
AISSCE	OXFORD PUBLIC SCHOOL	CBSE	71%	2007
AISSE	LALA LAJPAT RAI	CBSE	77%	2005

## Technical skills

Languages : - C, C++  
Operating System : - Microsoft operating System  
Tools : - Microsoft Office  
Internet Browsers : - Chrome, Firefox, IE.

## Other Skills

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- Very good Communication skill
- Logical & Analytical skill
- Attention & Adherence
- Time Management

## Achievements & Rewards

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- Because of my **strong interpersonal & team Management skills**, I was selected as the team lead by ADITYA BIRLA MINACS, to overlook Bangalore ACTIO operations.
- Awarded First prize in interschool skit competition.
- Five-time winner of interschool (state level) debate competition.
- Participated and won First prize in science exhibition.

## Hobbies & Strength

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- Ancient artifacts collection
- Movies
- Cooking & Gardening
- Positive attitude & Smart Working
- Result oriented
- Highly optimistic & Focused

## Personal Details

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Name : - Rahul Ranjan Tiwari  
Date of Birth : - August 18<sup>th</sup> 1989  
Languages Known : - English & Hindi  
City & State : - Ranchi, Jharkhand

## Declaration

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I hereby declare that the above mentioned information is correct to the best of my knowledge and I Bear the responsibility for the correctness of the above – mentioned particulars.

City: - Chennai

(Rahul Ranjan Tiwari)