

## DELIVERING DETAIL-ORIENTED MANAGEMENT FOR 5+ YEARS

**Sushma Vijaykumar Tiwari**

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### CAREER OBJECTIVE

I find myself prepared and confident to work in an organization, that will give me an opportunity to give my best required knowledge to be contributed in the progress of the Organization and harvest wide horizon of my knowledge and Experience.

### SKILLS

Time management  
Proficient in MS Office  
Teamwork  
Multitasking

### EXPERIENCE

Jul-2014 - Till Today

**Perfect Classes**

Executive assistant

Manage Database, Processing fees from clients, Counselling clients and staff, Maintaining payroll, Oversee other departments

### EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
M.com		Gujarat University	51% %	2012
B.ed		Gujarat University	80% %	2017
B.com	Navgujarat college	Gujarat University	57% %	2010

### STRENGTHS

Positive Thinking  
Hard working  
Handling Responsibilities  
High Energy and Confidence level

### HOBBIES

Reading books, Playing badminton, listen music

### PERSONAL DETAILS

Address Aakash Metrocity-2, vatva isanpur road  
Ahmedabad, Gujarat, 382443

Date of Birth 22/01/1990

Gender Female

Nationality Indian



Marital Status	Married
Languages Known	Hindi, English, Gujarati

## DECLARATION

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I hereby declare that all the above information is true to best of my knowledge



Sushma Vijaykumar Tiwari