

Dehradun, 248007
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gauravtiwari.1958@gmail.com

SUMMARY

- Highly motivated individual with exceptional interpersonal skills and organizational abilities. Versatile professional with talent for managing teams, overseeing projects, and improving processes. Adept at coordinating resources, setting goals, and delivering results within deadlines. Skilled at fostering positive work environments and driving team performance.

SKILLS

- Quick learner
- Effective communication
- Time management
- Business intelligence tools
- Knowledge of regulatory standards
- Ethical conduct

PERSONAL INFORMATION

Date of birth: 01/04/1987
Nationality: Indian
Marital status: Married
Gender: Male

Gaurav Tiwari

EXPERIENCE

January 2025 - Present
Sr.Manager Career Development Cell SPSU | Udaipur

- Taking Care of students Placement in the field of School of Engineering, School of Business, School of Computer Science & School of Design
- Taking care of Students Internship
- Arranging Guest Lectures
- Co-ordinating Alumni related work

December 2023 - December 2024
Manager Career Services UPES | Dehradun

- Taking Care of students Placement in the field of School of Engineering, School of Business, School of Design & School of Computer Science
- Taking care of Students Internship
- Arranging Guest Lectures
- Co-ordinated with companies to sign an MOU's with UPES & Avataar & NOCT

November 2014 - November 2023
Assistant Manager- C&PR FDDI | Hyderabad

- Heading Placements & Admission both the departments for FDDI Hyderabad
- Taking care of students placements for School of Business & Design
- Facilitated interdepartmental communications between Admissions, Financial Aid, Student Services, and Academics for the purpose of enhancing the Admissions Process and creating a positive team-oriented atmosphere
- Responsible for advising and counseling prospective students over the phone
- Cultivated relationships with prospective students through a variety of tasks including, but not limited to telephone calls and written communications
- Marketed the program with students and qualified them for enrollment
- Positively impacted potential students, guiding them through a process of career choices, educational options and enrollment procedures
- Participated in the development and execution of both short-term and long-term student recruitment strategy to ensure the company's growth and profitability objectives are met

December 2013 - October 2014
Team Leader Renault India | Allahabad

- Create an inspiring team environment with an open communication culture
- Set clear team goals
- Delegate tasks and set deadlines
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Motivate team members

March 2012 - November 2013
Team Leader BrijRaj Motors Pvt. Ltd. | Allahabad

- Encourage creativity and risk-taking
- Suggest and organize team building activities
- Determine all required placement requirements and assist all apprentice participants to exchange all information appropriately
- Maintain knowledge on all requirements to facilitate efficient working of institute

PERSONAL INFORMATION

- Date of birth: 01/04/87
- Marital status: Married

EDUCATION

01/2022
Digital Marketing Course
Swayam

01/2021
Digital Marketing Course
NIELIT, Haridar

01/2008
M.B.A. | Marketing
Rajarshi Tandon Open University, U.P.
Learning Practical aspects of business including manpower management, financial management, supply chain management, etc.

01/2008
Diploma in Aviation, Hospitality & Travel Management
Frankfinn Institute

01/2005
B.A.
Allahabad University, Allahabad

01/2002
XII
UP Board, Allahabad

01/2000
X
UP Board, Allahabad

LANGUAGES

Hindi: C2
Proficient

English: C2
Proficient

CERTIFICATIONS

- Received certificate from CCC
- Received certificate from GEM

HOBBIES AND INTERESTS

- Playing Cricket
- Traveling