

Swapnil Tiwari

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CAREER OBJECTIVE

Seeking a challenging management role in a dynamic organization to leverage my expertise in technical solutions, customer relationship management, and sales. Skilled in strategic planning, team leadership, and operational management, I aim to drive revenue growth, enhance client satisfaction, and contribute to organizational success while fostering personal and professional development.

WORK EXPERIENCE:

❖ Working in Jai Mahakal Construction as Manager from January 2022 till As on Date.

- Built and maintained strong client and stakeholder relationships, fostering long-term partnerships and repeat business.
- Developed and implemented operational standards, policies, and procedures to streamline efficiency.
- Led monthly meetings and workshops to devise business plans and achieve successful outcomes.
- Delivered effective leadership to boost team productivity and morale.
- Mentored junior staff, supporting skill development and career growth within the organization.
- Conducted thorough analysis of customer requirements, provided technical solutions, and prepared detailed product proposals to meet customer needs, resulting in a 90%-win rate.

EDUCATIONAL QUALIFICATIONS

- **Bachelor of Commerce (Computer Application)**
Jabalpur College of Computer and Commerce – Jabalpur, India
April 2017- March 2021
- **Industrial Training Institute (Electrician)**
Nachiketa Industrial Training Institute – Jabalpur, India
August 2014 -November 2016
- **Higher Secondary**
Saraswati Higher Secondary School, Garha – Jabalpur, India
March 2014

TECHNICAL SKILLS & SUBJECTIVE LEARNINGS

- Proficient in using Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook, for document creation, data analysis, presentation development, and email management.
- Managed the entire process of bidding for government tenders, including identifying suitable opportunities, preparing and submitting bids, and post-bid follow-up, in compliance with government regulations and guidelines.
- Familiarity with sales processes, including lead generation, prospecting, and qualification, as well as negotiating and closing deals.
- Expertise in managing the entire sales cycle, from lead generation to post-sales support and follow-up.
- Developed strong communication and presentation skills.

PERSONAL TRAITS & HOBBIES

- Quick learner & Adaptable to Dynamic Scenario
- Good at decision making & Proficient learner
- Avid listener
- Hands on writing of one liners and verses
- Problem-solving and troubleshooting skills