

Mr. BIBEK TIWARI
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PROFESSIONAL SYNOPSIS

☞ An astute professional with **15th+ Years** of work experiences in relevant field.

Currently associated with **SARNA INFOCOM PVT LTD** as Cluster Manager Sambalpur, I handle whole Sambalpur Region.

- ☞ Extensive experience in sales, Demonstration, Attend clients meeting at my region.
- ☞ Excellent communication and interpersonal skills with strong analytical, team building, problem solving & organizational abilities.
 - ☞ Strong knowledge on **working with all types of machines** e.g. **Linux, Windows, Android Fin-tech Products, Battery Charger** also extra knowledge in **Solar, Solar Home Lighting Systems, Li-Ion Battery Pack cells with BMS, Clean-tech Products like LED Bulb, Fan & Utility Meter sector.**
- ☞ Extensive knowledge in **Attending Client Meetings, Exhibition, Demonstrations, Tender Participates & payment follow up etc.**
- ☞ Good knowledge in **checking of documents as per Tender Specification.**
- ☞ Good relationship **with Customers as well as management teams.**

ORGANIZATIONAL EXPERIENCE

- ☞ 06th Jan 2007 to 12th Jan 2023 as **Assistant Manager (Business Development)** with **Analogs Tech. India Limited Bhubaneswar.**
- ☞ 16th Jan 2023 to till now **Cluster Manager (Business Development)** with **Sarna Infocom. Private Limited Sambalpur.**

EXPERIENCE IN BRIEF

M/s Analogic Tech. India Ltd.

- ☞ **Analogic's Head Office** is at **Hyderabad.** This company manufactures like hand-held terminals Linux, Windows based on-line off-line, meter reading instruments (CMRI), Utility Meter, Vehicle tracking unit, GSM Modem for auto utility meter read, Thermal Bluetooth Printer, Time Attendance, Clean-Tech Home Solar products with Fan, LED Bulb & Customized EV with other instrument's LI-Ion battery pack, BMS, Solar Home Lighting Systems, Customized display as well as industrial electronics components.
- ☞ Daily basis I plan & prepare my business plan on different cities with variable clients.
- ☞ When Tender open, As per H.O instruction I smoothly handle very carefully & with responsibility. Before the tender submit date H.O dispatch **Tender Document on**

Air, and I generally receive those documents immediately & deposit it on same day. In case same day tender opening commercial bit, technical bit & sample Demo. **Will attend this very consciously.**

- ☞ Also experience of Field Sales, Company products to deploy in various Fin-Tech & Clean-tech industry or market in eastern India.

M/s Sarna Infocom Pvt Ltd.

- ☞ **Sarna Head Office** is at **Kolkata**. This company is registered as Corporate Business Correspondent & Finance Inclusion under various banks in India. We are reaching at those villages where the banks branches aren't yet opened & rural villages people didn't have know what's the banking facilities with their services and benefits. We visit in this village and choose a good person who's given better service to banks customers on behalf of banks.
- ☞ Daily basis I plan & prepare my business plan on different villages with my given territory.
- ☞ Searching Suitable Shop, Educated with Honest, Dedicated Candidates find-out & All documents to be verified at spot for further process.
- ☞ Once the candidates is interested, Then all relevant verified documents upload in our company Apps for approval.
- ☞ Regularly visits exciting B.C & new points for trained to candidate how to achieve given Monthly Targets, Commission Growth, Account Openings, Loan Lead, Loan Recovery, Social Security Benifites for Farmers, APY, PMJJBY, PMSBY, Transastion Etc.

Role & Responsibilities:

- ❖ Good Relationship with Customers as well as vendors.
- ❖ Co-ordination with Teams Members & as well as my seniors.
- ❖ Planning & preparing of daily works schedule & planning.
- ❖ Preparation daily Productivity Reports of my team.
- ❖ Performed various types of market research.
- ❖ **Monthly clients visit & sales reports share on ERP to my manager.**
- ❖ **Communicating reply with customer by email.**
- ❖ **To maintain all customers data with details.**
- ❖ Demo device proper charging in case of not in use.
- ❖ Daily basis attendance put mark on company HRMS or in Biometric machine.
- ❖ At real time monthly expenses submit in HRMS.
- ❖ Resolved customers issues as per company specific TAT.

KEY ACHIEVEMENTS

- Being able to pursue interesting, high-quality work that has a positive impact. ...
- Securing awards, promotions and other acknowledgements of achievement. ...
- Maintaining a happy and healthy family life as well as a career. ...
- Handling challenge, complexity and change. ...
- Exercising leadership, authority and influence.
- Ability to thrive in a team environment and directly with customers.

QUALIFICATIONS

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- **2010-2012: DIPLOMA IN ELCTRONICS** from **Rajasthan University (DistanceEducation)** with **85%**.
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- **2004-2006: I.T.I** from **KIIT, Bhubaneswar, Odisha** with **82.57%**.
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- **2004: H.S.C** from **Pallishree High School, Buden, Odisha** with **50.93%**.

PERSONAL VITAE

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- **Present Addres** : At- Ghulipali Chowk, National By Pass Crossing, In Front Of Metakani Temple, Ward No-18, Bandu Tikra, Bargarh-768028, Odisha.
- **FATHER NAME** : Mahesh Prasad Tiwari
- **MOTHER NAME** : Reena Tiwari
- **Marital Status** : Married
- **Date of Birth** : 06th July 1988
- **Sex** : Male
- **Nationality** : Indian
- **Languages Known**: English, Hindi, Odiya & Bengali.
- **Strength** : Positive attitude, Assertive, Special interest in finding new technology.
- **Hobbies** : Collecting and reading newspaper and magazines, watching all innovativeand scientific programs on T.V.
- **Personal Details: Height**: 160cms
- **Vision** : Normal
- **Weight** : 55Kgs

Declaration

- I hereby declare that the above mentioned information is true to the best of my knowledge andbelief.

Place:

Bibek Tiwari

Date:

Signature