



PAVAN TIWARI

PROFILE SUMMARY

Driven BSC graduate with a major in bioscience and having Working knowledge of Microsoft Office to include Excel, Power Point, Word and Outlook. Knowledge of computer database systems and functionality. Ambitious marketing coordinator with an eye for branding and experienced with coordinating and overseeing a variety of different marketing activities, such as meeting with clients, discussing branding strategies, and establishing marketing goals.

Highlights of my profile include:

- **Educational Background:** Bachelor of Science in Bioscience with a comprehensive understanding of fundamental biological principles and their applications.
- **Technical Competencies:** Experience with advanced equipment and instrumentation of printing.
- **Project Experience:** Supervised the quality of printing, packaging.
- **Data Analysis:** Proficient in data analysis and interpretation, utilizing statistical methods and software for meaningful insights.
- **Communication Skills:** Excellent communication skills that ensure client needs are heard and goals are followed through from the start
- **Team Collaboration:** Actively work on building positive relationships with both team members and clients.
- **Adaptability:** Demonstrated adaptability through exposure to diverse research projects and coursework.
- **Quick learner** with the ability to grasp new concepts and techniques efficiently.
- **Commitment to Continuous Learning:** Enthusiastic about staying updated on the technical details also with marketing.

CAREER HIGHLIGHTS:

- Project presentation at college level.
- Leading the team at the work place for preparation of exhibition.

TECHNICAL SKILLS:

- Data analysis (Excel,power point,Microsoft word etc.)
- Technical understanding of printings.

WORK EXPERIENCE :

DESIGNATION - **MARKETING CO-ORDINATOR**

ORGANIZATION - **AJANTA PRINT ARTS** 02/2024 to **PRESENT**

- I am currently employed as a marketing co-ordinator at Ajanta Print Arts , which is involved in various types of labels printing and packaging.
- Preparing reports on various data for the performance analysis and tracking.
- Supervising the complete process from customer order to dispatch and .
- Providing support and contributing to the preparations of events and exhibitions.
- Maintaining a healthy relation with customers and fulfilling their needs on time

CONTACT

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ACADEMIC

Bachelor of science - 2023

(65.5%) – Ghanshyam Urvashi Mahavidyalaya,phulpur, Prayagraj, Uttar Pradesh

HSSC– June 2020 : (65.6%) – S S M I C BHIMSENPUR, SURIAWAN BHADOHI

SSLC– June 2018: (80.2%)- S S M I C

SKILLS

- ✓ MS Office
- ✓ CCC – Computer concepts
- ✓ Type writing English
- ✓ Documentation
- ✓ Communication skill
- ✓ Team Collaboration
- ✓ Co-ordinator
- ✓ Leadership

PERSONAL DETAILS:

Sex : Male

D.O. B : 6th Dec 2003

Nationality : Indian

Marital Status : Unmarried

Languages Known : English & Hindi (Read, Write & Speak)