

**RAKESH KUMAR TIWARI**

(Retd Non Commissioned Officer of Indian Army)

M/1, Shodhan Nagar Flats, Bhargav Road, Ahmedabad, Pin 382340

Contact No :8734087405, E-mail : [tiwarirakesh686@gmail.com](mailto:tiwarirakesh686@gmail.com)

---

**Objective**

To achieve the best organizational and personal while maintaining a high level of integrity and ensure the best procurement and inventory management, safety/security arrangement and administration in the organization and grow with it.

**Vision**

To contribute my experience and skills to make the organization the best in the country.

**Key Strength**

- Leadership Qualities
- Communication Skill
- High Energy level
- Team Player
- High level of Integrity & Honesty
- Result Oriented

**Professional Competency**

- ❖ An extremely efficient Administrator/ Procurement & Inventory Manager/ Godown Manager/Marketing Executive.
- ❖ Proficient in looking after the safety and security of any organization.
- ❖ Highly security and safety conscious.
- ❖ Highly trained and capable to handle/operate all type of office/fire fighting equipments.
- ❖ Capable of handling small arms.

**Academic & Professional Qualification**

- ❖ Army Graduate.
- ❖ Qualified all Non Commissioned Officer Orientation and professional Courses while serving the Army including Diploma in Warehousing (Mechanical Transport).

**Professional Experience**

- ❖ 17 year rich and varied job experience in Indian Army in Corps of Electronics and Mechanical Engineers as a Store Keeper Technical (SKT) which include the duties of procurement/management of technical stores of more than 10 thousand items worth more than Rs. 25 crores, providing logistic support to units under jurisdiction, liaison with Depots and Audit Authorities, conditioning of stores, demand, collection, stacking, labeling, care/preservation, distribution and documentation of technical stores in army. Also responsible for making ABC analysis and maintaining MMF and MSP of stores for onward procurement. While serving in an EME Battalion (where costly items and stores are being purchased) by applying his wisdom, identified the absolute items and stopped its procurement and saved crores of rupees.
- ❖ I have successfully handled tense situations with maturity and calmness and to the full satisfactions of my seniors.

**Personal vitae and Other Details**

- Date of Birth : 25 Jul 1974
- Languages Known : Gujarati, Hindi and English
- Marital Status : Married
- Computer knowledge : Expert in MS Office and Internet
- Salary Expected : Rs. 35,000/- pm
- Post Applies for : Warehouse & Godown Manager

Place : Ahmedabad