

SUBODHKUMAR TIWARI

📍 Room No. 703, H-Wing, Sankheshwar Presidency, Tawripada, Kalyan (W), Thane – 421301

📞 8850693012 | ✉️ subodh2307@gmail.com

Professional Summary

Dedicated and detail-oriented Administrative and Operations Executive with over 10 years of experience in the retail, car rental, and financial services industries. Proven track record in administrative coordination, MIS reporting, operations handling, and customer service. A strong communicator with a focus on process improvement and client satisfaction.

Work Experience

Mahindra & Mahindra Financial Services Ltd

Administration Executive

📅 Jan 2015 – Dec 2024

Prepare comprehensive MIS reports and data analyses (Monthly, Quarterly, Half-Yearly, Annual).

Conduct virtual safety assessments of branches across India and report findings.

Oversee repair and maintenance activities across PAN-India branches.

Berggruen Car Rentals Pvt. Ltd

Operations Executive

📅 Dec 2012 – Mar 2013

Coordinated duty assignments and scheduling for chauffeurs.

Addressed and resolved client concerns regarding chauffeur services.

Managed booking creation and prepared monthly operations reports.

Fabindia Overseas Pvt. Ltd.

Sales Executive

☞ Jun 2006 – Mar 2010

Generated in-store sales and expanded market share.

Managed customer service at the front desk and maintained sales databases.

Handled warehousing, shipments, and coordinated dispatches to various stores.

Education

PG Diploma in Business Economics (Retail)

Wigan & Leigh College, Mumbai – 2007

Bachelor of Commerce

University of Mumbai – 2006 (Second Class)

HSC (12th Grade)

Chembur English Junior College – 2003 (First Class)

SSC (10th Grade)

Kedarnath Vidya Prasarni's English High School – 2001 (Second Class)

Skills

MIS & Data Analysis

Branch Administration

Operations & Logistics

Customer Relationship Management

Safety & Compliance Checks

Proficient in MS Office

Languages

English

Hindi

Marathi

References

Praveen Singh Rawat – Merchandiser, Fabindia | ☎ 8082605104

Kunal Naik – Assistant Manager, Mahindra Finance | ☎ 7718847537

Malcom Anthony – Manager, Mahindra Finance | ☎ 9819444764

Personal Details

Date of Birth: 23rd July 1985

Marital Status: Married