

# GOUTAM TEWARY

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## AN OVERVIEW

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- Working as a RECRUITER from (04/01/2022 to 30/09/2022) in SHIVANGANI LOGISTICS.
- Good knowledge of Journal Entry, Ledger Posting, Trial Balance, Payment and Receipt Bill Processing, Quotation form Processing, DD Processing.
- Worked as an ASSISTANT ACCOUNTANT from (01/01/2004 to 08/08/2006) in MAA KALYANESHWARY CERAMIC, MAITHON.
- Worked as an INSURANCE ADVISER from (09/06/2016 to 08/06/2019) in LIFE INSURANCE CORPORATION OF INDIA. DHANBAD
- Working as a SWAYAM SEVAK form (10/10/2016 to till now) in BLOCK DEVELOPMENT OFFICE, NIRSHA DHANBAD.
- Good knowledge of date recording, data processing, data analyzing, data interpreting, chart reading.
- Highly hard working, energetic, optimistic and team spirit personality with a strong work ethic, able to fill numerous work field.
- Knowledge and understanding of subjects like tally 9, ms word, ms excel, power point, recruiting staff, and various management and administration work.
- Adapt in ascertaining needs and goals, streamlining operations and envisioning new concepts.
- Team Player with strong analytical, Leadership and organizational abilities.
- I have completed training from the George telegraph Training institute and Tata Consultancy Services.

## PROFESSIONAL EXPERIENCE

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- At present: Matheus IT Solution Pvt. Ltd. Since November 2022. (work from home)

- JOB ROLE:**

RECRUITING.  
ONLINE INTERVIEWING .  
DOCUMENT VERIFICATION.

- KEY DELIVERABLES:**

- Preparation of interviewing schedule.
- CO-ordination with senior regarding finalize new employee.

- Shivangani Logistics as Team Leader. Since Jan. 2022- Sep. 2022.

- JOB ROLE:**

RECRUITING.  
DOCUMENT VERIFICATION.  
ONLINE INTERVIEWING  
EMPLOYEE JOINING LETTER PROCESSING.

- KEY DELIVERABLES:**

- Preparation of new employee document and reporting.
- CO-ordination with senior regarding finalize new employee.
- Preparation of interviewing schedule.

## SCHOLASTICS

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2014. MBA (MARKETING) from Sikkim Manipal University, Dhanbad Branch.
2002. B.Com (With Office Management And Secretarial Practice) from Vidyasagar University, Gharbeta College.
1999. Higher Secondary from Left Bank High School, Maithon, W.B.C.H.S.E.
1997. Madhyamik from Gharbeta High School, W.B.B.S.E.
- IT Forte** : Basic Diploma in Hardware and networking form ( IIHE), 2004.  
(Basic Component of Motherboard, SMPS, basic Component of Networking).
- Complete business accountancy from (IIJT), 2009  
(Basic Dos. Windows, Word, Excell, Power Point, Advance Accountancy, Tally 9, Tax.)
- Type Writing** : English and Hindi.

## BEYOND CURRICULUM

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Listening Music, Watching Movie, Gardening.

## PERSONAL DETAILS

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- Father's Name** : Shankar Narayan Tewary
- Date of Birth** : 26<sup>th</sup> Sep. 1981
- Address** : MH/233-H, Azad Nagar, Vill+P.O.- Maithon Dam, Dist-Dhanbad, State-Jharkhand, Pin-828207.
- Linguistic Abilities: Bengali, Hindi, English.

**I HEAR BY ACKNOWLEDGE THAT ALL INFORMATION REGRADING MY PERSONAL DETAILS ARE TRUE TO THE BEST OF MY KNOWLEDGE.**

DATE : 24/07/2023

Place :Maithon.

Signature: 