



SUMMARY

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

EDUCATION

Vikram University, Ujjain

Bachelor's Degree in B.A [Bachelor of Arts]
2019 – 2021

Madhya Pradesh Board of Secondary Education. MPBSE BHOPAL
HSC 10th (2015)

Madhya Pradesh Board of Secondary Education. MPBSE BHOPAL
HSSC 12th (2017)

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Knowledge of MS Office (particularly Excel) and any online software for billing
- Being able to adapt to the new work culture, the rhythm in which the team works, etc.

WORKING EXPERIENCE

SSOPI Manager-

PARAM TOYOTA (PARAM MOBILITIES PVT LTD (Nov 2024 to 30 NOV.2025)

- Manage the all work from edp/ssopi department and arrangement the vehicle from other dealer.

EDP & RTO & INSURANCE HEAD

AVANTIKA TOYOTA (NAHATA AUTOMOTIVE PVT LTD) | MAY 2024- NOV.2024

- Manage the all work from edp department and RTO tax related work and insurance-related work handling of car registration, rto related documentation & paper work, maintain all record and timely updates.
- Working in CTDMS, TOPSERV, LAKHSAY, TOPS related work.

E.D.P & RTO INCHARGE

- NINA MOTORS PVT LTD | 2021 – M` 2024
- Manage the team all work from edp department and RTO office related work, handling of car registration, rto related documentation & paper work, maintain all record and timely updates

- Customer Relationship Management.
- Adaptability.
- Positivity.

PERSONAL DETAIL'S

**Name : TUSAHLSINGH
SISODIYA**
**Father Name: MADHAV
SINGH Date Of Birth :
20/10/1999 Marital
Status: Unmarried
Nationality: Indian
Language: Hindi & English**

SANGHI BROTHER PVT.LTD.

JAGUAR LAND ROVER

(Currently working)

Manage the all work from edp/ssopi
department and arrangement the vehicle
from other dealer.

DECLARATION:

“I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.”

Date: _____

TUSHAL SINGH SISODIYA

Palace: Ujjain M.P