

Ms. SHREYA SHRIVASTAV

Career Objective

To become an active force behind improving the employee's ability for organization's productivity, growth and to enhance skills.

Professional Qualification

Diploma in Modern Office Management & Secretarial Practice from Ingraham Institute in 2017.

Educational Qualification

Qualification	Name of the College/ Universities	Year of Passing
MASTER DEGREE	C.C.S UNIVERSITY, MEERUT	2023
GRADUATION	C.C.S UNIVERSITY, MEERUT	2020
INTERMEDIATE	U.P. BOARD	2015
HIGH SCHOOL	U.P. BOARD	2013

SIX MONTHS CERTIFICATE COURSE IN TALLY ERP.9

- General Accounting.
- Vouchers.

SUMMER INTERNSHIP

During Diploma (2015-2017)

Organization: Dedicated Freight Corridor Corporation Of India Ltd.
(P.S.U. Under Ministry of Railway, Mirzapur)

APPRENTICESHIP

One year (October 2018- October 2019) apprenticeship in **Modern Office Management & Secretarial Practice (MOM & SP)** at Bharat Electronics Limited-Ghaziabad, Navratna PSU, **Ministry of Defence**, Government of India Enterprises.

Permanent Address:-

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Ghaziabad (201001)
UP.

Phone No.

+919873745347

E-mail Address

devshreya20@gmail.com

Personal Data

DOB-01/02/1998

Gender-Female

Marital status-Unmarried

Father's Name- Mr. Raveendra
Shrivastav.

Nationality-Indian

Languages Known

Language	Read	Write	Speak
English	✓	✓	✓
Hindi	✓	✓	✓

WORK EXPERIENCE

BHARAT ELECTRONICS LIMITED, GHAZIABAD, MINISTRY OF DEFENCE GOVERNMENT OF INDIA ENTERPRISE, NAVRATNA PSU. (January 2021- December 2022)

- Actively contributed in recruitment and selection process of Apprentices (ITI, Diploma, and Graduate).

- Joining of Apprentices, organizing orientation classes for apprentices, maintaining attendance, preparing loss of pay (LOP), and preparation of stipend.
- Joining of Internships, allotment of department for interns.
- SAP Work (Data entry of Apprentices).
- Collection of training needs identification (TNI) for the employees and compiling them for arranging training classes.
- Preparing yearly training calendar as well as monthly training schedule for the trainings.
- Facilitating for Organization of internal and external training classes for employees.
- Preparing Honorarium to be paid for the faculties.
- Coordinating BEL Academic for Excellence, Bengaluru for various certification programs e.g. PMP, CQE, Six Sigma etc.

VAIBHAV VIBHOR INFRAHOME PVT LTD, GHAZIABAD. (November 2019- December 2020)

- Worked as an Accountant using Tally ERP.9
- Preparation of Audit reports under the guidance of Chartered Accountant.
- Looking after the entries of bills.
- Maintaining Personal books.

INGRAHAM INSTITUTE, GHAZIABAD. (July 2017-October 2018)

- Worked as an Office Assistant in Ingraham Institute.
- Counseling of parents regarding admissions, fee details, and any other queries related to school administration.
- Conduction of interviews of parents & students for admission point of view.
- Effectively handling internal and external communication for the institute.
- Preparing daily schedule of staffs including teachers.
- Contributed in Organizing various functions like Cultural events, Annual function, Sports meet etc.

Key Skills

- Office suite: MS-Word, MS-Excel, MS-Power Point.
- OS Platform : Windows, Ubuntu & Virtual Desktop Infrastructure (VDI).
- Key soft skills : Polite, Patient listener, Soft Spoken, Team Player, Good interpersonal skills, Problem solving & Time management.
- Hindi Typing.
- English Typing.
- Hindi Short Hand.
- English Short Hand.

The above-mentioned information is true to the best of my knowledge and belief.

Date: _____