

Brijesh Shrivastav

I solve problems and help people overcome obstacles.

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RESUME 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

Highly organized and motivated individual with excellent time management skill. I am looking for a job opportunity as an administrative assistant to help ensure better internal communication and budget management in the organization.

STRENGTHS



Project Management

Ability to break a project into clear milestones with deadlines. Highly organized and motivated to finish projects on time without missing deadlines or working in silos.



Team Collaboration

Ability to clearly communicate objectives, understand goals and

KPI's to ensure there are no conflicts. Always ready to contribute in any way on multiple assignments when needed, and very responsive towards team emails, calls, communications, customer queries and task reporting.

EDUCATION

BBA

I.P. University

SKILLS



IT Skills

Expert in creating corporate presentations, slideshows, excel data analysis, managing social media channels. Proficient to work on corporate collaboration tools in order to enhance team productivity.



Corporate Skills

Having great aptitude for media and social networking with strong desire to work on a challenging and rewarding position. Excellent team player with ability to work within deadlines and achieve organization goals.



Interpersonal Skills

Highly motivated, vocal, smart, outgoing person with sales and operations competence. Able to quickly identify problems and successfully implement solutions. Easy to work with and fast learner.

CORPORATE SKILLS



Team Player



Strategic Thinking



Corporate communications



Goal Oriented



Quick Learner