

# ANSHIKA SRIVASTAVA

## PROJECT MANAGEMENT.

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7897860646

### PROFILE

Highly motivated person with expertise in project management having 3+ years of experience on having on Client Services, Full Service Projects handling, Online Sampling, Vendor Communication, Data Collection . Excel leadership , problem solving , process improvement , communication and adaptability to drive projects successfully.

### EDUCATION

- MBA from IMRT College , Lucknow .  
Area of Specialization ; HR Finance .
- B.Com (Hons). from Shri Guru Nanak Girls Degree College , Lucknow .
- Intermediate from Avadh Collegiate day boarding inter college .
- High School from Avadh Collegiate day boarding inter college .

### SKILLS

- Teamwork
- Problem Solving
- Multitasking
- Excellent verbal and written communication skills.
- Time Management
- Customer Services
- Fast Learner .

### EXPERIENCE

#### NSMX (NS Matrics Pvt. Ltd .

##### Project Management

July 2022-Present

- Handle multiple Full Service, Adhoc, Tracker, Sample only projects.
- Good knowledge of Research methodologies and techniques.
- Detailed oriented, strong interpersonal skills with a shown ability to run multiple projects.
- Project coordination and implementation.
- Client relationship management.
- Ability to manage multiple projects simultaneously while maintaining a strong client service orientation
- Coordinates with the following internal departments: quotation, programming, translation, sampling, as well as outside vendors
- Tests programmed surveys to ensure they meet specifications as outlined in the survey.
- Actively sought out feedback from clients throughout the duration of a project in order to identify areas needing improvement or adjustments.

#### LMS Certification Pvt. Ltd .

##### HR Admin

May- 2021-2022

- Responsible for managing personnel records, updating databases, and assisting in HR operations also handle tasks such as creating company policies, scheduling interviews, and preparing HR-related reports.
- Having 1 year experience as a HR Admin
- maintains employee records in an organisation or company.

### OTHER'S DETAILS

Nationatilty ; Indian  
Hobbies ; Dancing,Cooking , Listening songs .  
Languages known ; Hindi , English .  
Date of Birth ; 22/01/1996  
Certification ; CCC , Tally .