

Upanshu Srivastava

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Lucknow (UP)



Professional Summary

Computer Operator professional with accomplished career track of 15+ years. Currently associated with Tata AutoComp GY Batteries Pvt. Ltd. as C&F Manager. I wish to commit myself to the job and achieve success by the right combination of hard work and perseverance. I am also determined to provide an excellent effort, potential and performance in order to obtain a challenging position.

Academic Summary

Qualification	Board / Institution / University	Year Of Passing
Graduation (Bachelor in Arts)	Dr. R.P.M.D. College, Lucknow	2014
XII	N.O.S. Board, Lucknow	2007
X	CBSE Board, Lucknow	2003

Extra Qualification

Advance Diploma in Computer Hardware and Network Engineering from INSET.
Certificate in Computer Course (CCC) from NIELIT.
Working typing speed in English 30-35 w.p.m.

Computer Skills

MS Office	MS Word, MS Excel, MS Power Point
Installation	Windows XP, Windows 7, Windows 10.
Accounting Software	SAP, Wings, Marg, Busy, Tally
Configuring File Server, Printer Server & Application Server.	
Knowledge of Networking (LAN, Internet Connectivity etc.)	
Communication, Internet & e-mail.	

Work Experience

Organization: Edugorilla Community Pvt. Ltd.

Designation: Warehouse Manager

Location: Lucknow

Duration: 21st August, 2023 to Till Date

Responsibilities:

- Books billing & dispatch to distributors.
- Maintaining stock of books & papers inward and outward.

- ✚ Maintaining sales report on google sheet.

Organization: Tata AutoComp GY Batteries Pvt. Ltd.

Designation: C&F Manager

Location: Lucknow

Duration: 01st March, 2017 to 10th August, 2023

Responsibilities:

- ✚ Managing sales & service working to be on time.
- ✚ Sales billing.
- ✚ Service billing.
- ✚ Material unloading (sales & service both).
- ✚ Dispatching material.
- ✚ Monitoring the material reached to CP's on time.
- ✚ Maintaining bills related to CFA.

Organization: Mehul Automobiles and Bhavya Automobiles (TVS Two Wheeler Dealership)

Designation: DMS (Dealer Management System) Incharge

Location: Lucknow

Duration: 11th November, 2014 to 28th February, 2017

Responsibilities:

- ✚ Sales billing.
- ✚ Service billing.
- ✚ Spare parts billing.
- ✚ Basic knowledge of sales.

Organization: Tirlok Singh & Co. (TVS Two Wheeler Dealership)

Designation: DMS (Dealer Management System) Operator

Location: Lucknow

Duration: 10th November, 2009 to 4th November, 2014.

Responsibilities:

- ✚ Sales billing.
- ✚ Service billing.
- ✚ Spare parts billing.
- ✚ Basic knowledge of sales.

Organization: A. M. Infotech


Designation: Computer Operator

Location: Lucknow

Duration: 13th May, 2009 to 15th October, 2009

Responsibilities:

- ✚ Making Customer ID's on different websites.

 Survey form filling.


Organization: RCM Pharmaceuticals

Designation: Computer Operator

Location: Lucknow

Duration: 10th November, 2008 to 30th April, 2009.

Responsibilities:

 Medicine billing (purchase and selling both) and maintain Party's A/c on the Marg software.

Organization: The Hub Cyber Cafe

Designation: Computer Operator

Location: Lucknow

Duration: 11th December, 2006 to 31st October, 2008.

Responsibilities:

 Management and billing.

Personal Details

Date of Birth : 01/07/1988

Father's Name : Late Gopal Ji Srivastava

Marital Status : Married

Permanent Address : Q. No. – 201/B, Type – II, L.D. Colony, Near Bus Station,
Tehri Pulia, Alambagh, Lucknow – 226005.

Language Known : English & Hindi

Hobbies : Listening Music, Net Surfing and Watching Movies.

Declaration

I hereby declare that above written particulars are true to the best of my knowledge and belief.

Date:

Place:

(Upanshu Srivastava)