**Saumya Srivastava**

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**OBJECTIVE**

To secure a challenging position where I can contribute with my skills and deliver an excellent value to the organization through dynamics, positive attitude and teamwork.

**SKILL HIGHLIGHTS**

* Excellent problem solving ability and a quick learner who is able to work quickly and independently
* Strong creative vision and knowledge of the principles of good design/layout
* Strong verbal and written communication skills, writing, and proofreading skills
* Excellent organisational skills and the ability to work efficiently under pressure and multi-task to meet deadlines
* Excellent knowledge of Microsoft Office PowerPoint, Word, intermediate Excel
* Some working knowledge of Corel (Illustrator and InDesign)
* Excellent organisational skills and the ability to prioritise and work efficiently under pressure to meet deadlines
* Exceptional attention to detail with a focus on quality and consistency
* Support the team in ensuring that each piece of work submitted by an internal customer meets the necessary specifications, and, if some materials are missing, working with internal customers to collect any missing materials

**PROFFESSIONAL ABRIDGEMENT**

**Goyal Candle Planet, Lucknow (June 2019 to Jan 2023)   
Role: DESKTOP PUBLISHER**

* Work with proposal management, graphics to develop proposal covers, and other proposal graphics
* Work with Corel files as part of the version control maintenance and configuration management of Pdf files
* Work collaboratively with other contributors, take direction well, and work independently
* Develop and maintain Microsoft Word, Excel, and PowerPoint templates for formatting documents
* Create and update business materials and resources
* Workflow management/coordination with others in the team
* Applies design elements to create easy to use content in Corel products for end users to customize
* Perform efficient and comprehensive internet research and fact checking
* Assisting with branding projects (i.e. developing logos, newsletter and content files)

**Eastern Book Company, Lucknow (November 2016 to February 2019)**

**Role: DESKTOP PUBLISHING OPERATOR**

* Worked efficiently with multiple deadlines and changing priorities.
* Developed templates and style sheets using knowledge of typestyles and page layout.
* Proofread educational materials for accuracy, formatting, and specifications from draft to final versions.
* Monitored project schedules to meet deadlines.
* Communicated with lawyers and assistant professor to coordinate details of the projects.
* Communicated with co-workers, management, clients, and others in a courteous and professional manner.
* Followed standardized formats for text, graphics, figures, forms, and spreadsheets.

**M/S Aviral Info System, Lucknow (November 2015 to May 2016) Role: ACCOUNTANT**

* Managing Helpdesk- Client and supplier requests/questions received in our customer service inbox.
* Understanding of Account Payable Process.
* Articulate and demonstrate basic Accounts payable process concepts – 2 way match, PO and NON PO, etc.
* Processing of PO and Non-PO Invoices.
* Extraction of the vendor’s invoices and allocation on the daily basis.
* Manage and execution of the payment to the vendor on the client immediate request.
* Manage, review and renew the client annual contracts.
* Create Vendor Records and maintaining vendor database the ERP.
* Provide second-level contact and problem resolutions for all clients’ vendors with software and applications in accordance to the company policy.
* Training and knowledge transferring of the process to the new hires.
* Experience working on Windows 7, 10, Microsoft Office Application, Outlook, LibreOffice, Tally ERP 9.

**ACADEMICS**

| **Course/Qualifications** | **College** | **Board/University** | **Year Of Passing** |
| --- | --- | --- | --- |
| Master of Business Administration | INTEGRAL UNIVERSITY | Integral University Lucknow, U.P. | 2020 |
| Bachelor in Commerce | Navyug Kanya Degree College | University of Lucknow, U.P. | 2016 |

| Intermediate | D.B.P. Inter College, Lucknow, U.P. | U.P. Board | 2013 |
| --- | --- | --- | --- |
| High School | Navayuga Radiance Sr. Sec School, Lucknow, U.P. | C.B.S.E | 2011 |

**IT SKILL SET**

* CCC Certificate from National Institute of Electronics And Information Technology (NIELIT).
* Typing From Maingi Commercial Classes
* Packages: Microsoft Office, LibreOffice, Internet Applications, Corel, Tally ERP 9

**SOFT SKILLS**

* Strong communicator both written and oral.
* Excellent problem solving skills.
* Analytical ability and attention to detail.
* Positive attitude towards problems.
* Quick learner.

**BEYOND ACADEMICS**

Convincing ability and endurance are the traits of my strength. I always explore new ideas, meet new peoples, and learn new things and work with notable thinkers towards innovation. I would like to create my own impression as a trendsetter to be followed by others. I always believe in creativity and innovations to make my effort benevolent to the organization I am associated with.

Place:-

Date:- Signature