Saurabh Srivastava

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Contact Details:

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**Professional Summary**

* Goal-oriented individual seeking a **position** as **Associate/Team leader** in order to apply **leadership** and management skills to motivate **team** members and increase productivity.
* Hit 98.5% of productivity targets with 97% quality for 2 consecutive years.
* Led Major Client project with 95% TAT Percentage as well as 98% Quality and managed more than 7 people in the Team.
* Completed many projects ahead of schedule with excellent Quality Percentage.
* Responsible for quality reporting, and analysis for developing plans and programs to support continuous quality, optimization, and process improvement.
* Awarded as Extra Miler for 2018-2019.
* Awarded as Star of the Year 2019-2020.

**Employment History**

AuthBridge Research Services Private Limited

Associate - Employment Screening Operations

July 2018 – October 2020

* Handling the Team of 7-9 members.
* Create an inspiring team environment with an open communication culture.
* Set clear team goals.
* Delegate tasks and set deadlines.
* Oversee day-to-day operation.
* Monitor team performance and report on metrics.
* Motivate team members.
* Discover training needs and provide coaching.
* Listen to team members’ feedback and resolve any issues or conflicts.
* Recognize high performance and reward accomplishments.
* Encourage creativity and risk-taking.
* Suggest and organize team building activities.

**Education**

Kamla Nehru group of INSTITUTES

Post Graduation in Master of business Administration

Completed June 2018

Kamla Nehru group of INSTITUTES

Bachelor's of Business Administration

Graduated April 2016

**Professional Skills**

* Ability to Develop and Maintain positive working relationship. – Advanced
* Performance Management: Intermediate
* Team Handling: Advanced
* Mentoring Skills: Expert
* MS Excel – Intermediate

**Declaration**

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

***Saurabh Srivastava***