



PUNIT SHRIVASTAVE 77/D 2nd FLOOR

STREET NO 1 WEST VINOD NAGAR

DELHI 110092

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JOB OBJECTIVE

To associate myself with a renowned organization where I can work in a healthy and Competitive environment that offers challenges, growth and advancement according To performance and ability, and where, I can contribute my ideas and knowledge for Growth of the organization.

WORK EXPERIENCE

Comapany	:	Actas Technology Pvt.Ltd. (PAYMONK)
Duration	:	16 st June 2018 to Till Date
Role	:	MIS Executive cum Operation Team Leader
About PayMonk	:	PayMonk is a FinTech company based out of Noida, India. PayMonk offers retail and merchant platform to its clients. Retail Platform offers, AEPS, DMT, Bill Payments, recharges, PAN Application, Travel and other services, while Merchant platform offers UPI payments solution to merchants, where merchants can accept payments from their customers using UPI.
Company	:	Software Solution
Duration	:	01 st January 2012 to May 2018
Role	:	MIS Executive

Professional Qualification

- ❖ 1 Year Diploma in Basic Computer & Application.
- ❖ Good typing speed **40+ wpm** in English and **45+** in Numeric.

Educational Credentials

- ❖ Matriculation Passed in the year 2008 from C.B.S.E. Board.
- ❖ Intermediate Passed in the year 2010 from C.B.S.E. Board.
- ❖ Complete Graduation (B.A) from M.B.U.

IT Forte

- ❖ Knowing Office Package: Microsoft Word, Microsoft Excel, Microsoft Power Point and Microsoft Outlook Express.
- ❖ Knowing Operating Systems: Windows XP, Windows Vista, Windows 2007 & Windows 10.
- ❖ Knowledge of TDS Form 16/Form 16A generate in Traces and Saral TDS Software.
- ❖ Knowledge of SQL language.

Working Experience

- ❖ 1 Year working in Celestial Management Services as a Data Entry Operator.
- ❖ 6 Years working in Oriental Bank of Commerce from Software Solution as a MIS Executive (**Advanced Excel; Pivot Table, Pivot Chart, Vlookup, Hlookup, Conditional Formatting, Data Validation**). There I am doing **ATM Reconciliation, ATM Monitoring, PBK Monitoring, CDK Monitoring and Follow up with Vendors etc.**
- ❖ 12 Months working in Paymonk (Actas Technology Pvt.Ltd.) as a MIS Executive cum Operation Team Leader. (**Timely Prepare Daily, Weekly, Monthly Business MIS Report, Share Report to our Business Partner & Seniors, provide other required data to seniors, also viewing knowledge of SQL Language**). As well as co-ordination with vendors/Client and lead Operation.

Personal Details

Date of Birth	:	14 th May 1993
Father's Name	:	Sh. Sushil Kumar Shrivastava
Marital Status	:	Unmarried
Nationality	:	Indian
Linguistic Abilities	:	English, Hindi.
Hobbies/ Interests	:	Watching Movies, & Playing Cricket.

Personal Attributes

Self motivated, Innovative, Hard Worker, honest, no time limit to complete my work, Positive attitude about my work, Fast learner with sorting analytical skills.

Declaration

I hereby certify that all the information provided here is correct to the best of my knowledge.

Place: **Delhi**

Punit Shrivastava