

CURRICULUM VITAE



Sandeep Kumar Srivastava

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Present Add- Fancy colony 23-C
Mansrovar Park
LalKuan Ghaziabad
(U.P)

Dear Sir/Madam,

I submit my resume for your kind perusal. Hope the same will find favor with your kind consideration in giving me a chance to show my capabilities by serving under your kind control.

Objective:

To pursue a challenging career in an organization where I can enrich my skills and abilities in order to keep in pace with the challenging trends and effectively utilize my knowledge to work in a challenging environment and always ready to expand my knowledge base.

Strengths:

- Dedicated, Well Organized, Self Motivated, Positive Attitude.
- Organizing abilities & having degree of adaptability to new environments.

Project work:

- UP DASP, MP, Bihar, PGS, OVCD Assam, Arunachal, Sikkim, Odisha, Chhattisgarh Meghalaya Project All State,

Present Responsibility:

- Trace Net Entry & PGS, RC Works
- Addition of products as per the products given in the AFL.
- Entry of Inspection details of the individual farmers.
- Looking after documentation of activities of all the Organic Projects running in different state
- Registration, Product, Inspection detail Preparation.
- Coordination with Regional offices for all activities and Queries related to Certification.
- Coordination with different CBs for various issues related to Certification.

ACADEMIC QUALIFICATION :

- 10th Pass from U.P Board in Allahabad 1998 with IInd Division.
- 10 + 2 Pass from U.P. Board in Allahabad 2000 with IInd Division.
- B.Sc. (Bio) Pass from Purvanchal University 2004 with IInd Division in Jaunpur (U.P)

Professional Qualification:

- Six Month Diploma in Upasana type writing from Jaunpur (U.P)
 - (a) Speed in Hindi 35 WPM
 - (B) Speed in English 40 WPM
- Course on computer concept (Doeacc CCC) NIELIT from Delhi.
- Hardware & Networking Computer Diploma from Jet king Meerut.

WORK EXPERIENCE :

- ❖ 1 Year Idea cellular company as an Executive in Varanasi.
- ❖ 5 Year work with International Traceability System Ltd. I-59, U.P.S.I.D.C. Surajpur Site V, Kasna, Gautam Buddha Nagar, Greater Noida U.P.-201308
(2012 April 2017 Sept) As a Certification Executive. (Hindi & English typist)
- ❖ Current working with Sheel Biotech Limited –RZ-2705/30 Sheel House Main Jagdamba Road, Tughlakabad Extn. New Delhi. 110019 (2017 Sept to till now) As a Certification Executive (Hindi & English typist)

Technical Qualification

- MS Excel, MS Word, MS Power point, windows7, Hardware and Networking Etc.

PERSONAL INFORMATION:

FATHER'S NAME:	:	MR. K.C. SRIVASTAVA
DATE OF BIRTH:	:	07 th JULY, 1983
PERMANENT ADDRESS:	:	BEHIND OF H.N. JUNIOR HIGH SCHOOL. WAZIDPUR (KANAHIPUR) JAUNPUR (U.P) 222002
LANGUAGES KNOWN:	:	English, Hindi.
NATIONALITY:	:	Indian
HOBBIES	:	Listening Music

