

**PUSHPENDRA CHATURVEDI**

Plot No. C-26, Second Floor – II  
Shalimar Housing Complex, 80 Foota Road  
Distt. - Ghaziabad – 201012 (U. P.)

**Contact No:** + 91 9910548712

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**PROFILE SUMMARY**

- A competent Admin professional with 14 years of work experience in Government Sector and corporate sector
- Currently deployed in **National High Speed Rail Corporation Limited, New Delhi.**

**ORGANIZATIONAL EXPERIENCE**

<b>Executive</b>	<b>M/s Sri Sai Nath Associates, Lucknow, Uttar Pradesh deployed at NHSCRL, New Delhi.</b>	<b>15<sup>th</sup> December, 2020 till date</b>
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Deployed as **Executive (Public Relations)** in Department of Public Relations, National High Speed Rail Corporation Limited, New Delhi.

**Key Responsibilities:**

- Addressing Key issues:
  - Admin/General Management of the PR Department
  - Correspondence/Invoice-payment/Note-preparation on e-Office
  - Corporate Communications/Public Media Relations/PR Strategies & Campaigns
  - Web & Social Media Content/Press Release circulation/advertising & marketing
  - Website development and all other PR/CC activities with passion & dedication.

<b>Office Assistant (Admin)</b>	<b>M/s Vigilant Security Pvt. Ltd. Deployed at M/o Environment, Forest and Climate Change (Government of India)</b>	<b>January 2011 till 14<sup>th</sup> December, 2020</b>
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Deployed as **Office Assistant (Admin)** in O/o Joint Chief Executive Officer, **M/o Environment, Forest and Climate Change, Government of India**

**Key Responsibilities:**

- Addressing staffing issues:
  - Recruitment and selection of candidates
  - Wages related queries
- Assisting in performance management cycle
- Leave and attendance management
- General Office management
  - Secretarial assistance
  - Coordinating and arranging meetings
  - Maintaining e-files

- Managing TA/DA Bills
- Travel and concierge assistance
- Communication management:
  - Noting and drafting of Official letters
  - Managing Tenders and Quotations
  - Addressing RTI and Public Grievance
- Inter-departmental liaisoning/co-ordination with Other Ministry & Departments

<b>Jr. Assistant/DEO</b>	<b>M/s Pravidhi India Ltd. Deployed at Ministry of Corporate Affairs, Government of India</b>	<b>November 2008 to January 2011</b>
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#### **Key Responsibilities:**

- General office-works as Section level:
  - Correspondence/noting/drafting/R&I matters
  - Documentation/file-management (on-line).
  - Court cases/RTI/Grievances/portals in the Ministry.
  - Uploading of data on MIS/other tasks assigned by the Director & Under Secretary as per order.

<b>Office Coordinator</b>	<b>M/s Kislay Engineering Pvt. Ltd. Patparganj Village New Delhi</b>	<b>June 2007 to November 2008</b>
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#### **Key Responsibilities:**

- General Office Management:
  - Report to the Managing Director of Company//Business letter drafting/e-Tendering/coordination with management & staff.
  - Official field works related to banks/payments/coordinate with Personal and Account Department/follows up of incomplete works/other tasks assigned by Management.

<b>Office / Field Executive</b>	<b>M/s Mauria Udyog Ltd. Nehru Place, New Delhi</b>	<b>September 2006 to June 2007</b>
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#### **Key Responsibilities:**

- General offices work i.e. issuance of letters and take care of business officials/representatives in office premises.
- Field works like coordination with other branches/bank/Others.

### **ACADEMIA**

<b>Degree</b>	<b>University / Board</b>	<b>Institute</b>	<b>Year of Passing</b>	<b>Specialization</b>	<b>Percentage / Grade</b>
Executive Post Graduate	Guru Gobind Indraprastha University, Delhi	Delhi School of Professional	2013	Human Resources	55%

Diploma Management		Studies and Research			
Post Graduate Certificate Program	All India Management Association (AIIMA), Delhi	All India Management Association (AIIMA), Delhi	2011	Human Resources	B+
Graduation	Dr. B.R. Ambedkar University, Agra (UP)	K.A. (PG) Collage, Kasganj (UP)	2005	Arts	56%
XII	U.P. Board Allahabad	SKM Inter Collage, Kasganj (UP)	2002	Commerce	45%
X	U.P. Board Allahabad	SKM Inter Collage, Kasganj (UP)	2000	N.A.	46%

### CERTIFICATIONS

- 6 Months Diploma in **Basic Computer Application** from 'Sri Vinayak Computer Centre' Kasganj (UP) in December 2003
- **1 Year Diploma in Computer Application** from '**Computer World**' at Preet Vihar New Delhi – 92 in August, 2007.
- **2 Months** Advanced Diploma (80 Hrs. Flexi) in **Spoken English** from **V.E.T.A.** (Laxmi Nagar) New Delhi – 92 in March 2009.

### SPECIFICS

Date of Birth : 20<sup>th</sup> May 1986  
 Nationality : Indian  
 Marital Status : Married  
 Language Known : Hindi, English (Read, Write and Speak)  
 Interest and Hobbies : Reading and Music

Date:  
 Place:

(*Pushpendra Chaturvedi*)

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