

## **ANURAG SRIVASTAV**

Email: [anuragcasm@gmail.com](mailto:anuragcasm@gmail.com)

+919104011724 , +917376154746

Permanent add: 236, Hansapur, Kadipur

District - Sultanpur, Uttar Pradesh-228132



### ➤ **OBJECTIVE :**

- ✓ I want to be a part of organization where the management structure recognizes and reward Loyalty, Honesty, and Hard work of an employee by providing growth, opportunities & necessary infrastructure that could contribute to the success of the company

### ➤ **EDUCATION QUALIFICATIONS :**

- ✓ Graduated from Dr. R. M. L. Avadh University – 2014
- ✓ Diploma in Computer Applications – 2009
- ✓ 12th Passed from Uttar Pradesh Board – 2008
- ✓ 10th Passed from Uttar Pradesh Board – 2006

### ➤ **PROFESSTIONAL EXPERIENCE :**

- ✓ In-depth knowledge of basic Computer applications.
- ✓ Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier.
- ✓ Proven record of using honesty & discretion when handling business information as a Team Leader.
- ✓ Demonstrated ability to use office equipment with a high degree of accuracy and efficiency.

### ➤ **CORE COMPETENCIES :**

- ✓ Relationship building
- ✓ Proactive approach
- ✓ Believe in punctuality
- ✓ Ability to cope up with different situations
- ✓ Sincerity and Honesty

### ➤ **WORK EXPERIENCES :**

❖ **M/s Valson Polyester [P] Ltd.**

❖ **April 2015 – Present**

✓ **Executive – Back Office/Administrative**

### ➤ **RESPONCEBILITYS :**

- ✓ To Prepare M.I.S. Report, Production Report & Stock Reports.
- ✓ Handle to all Administration activities on daily Basis.
- ✓ Co-ordinate office activities and operations to secure efficiency and compliance to company policies.

- ✓ Supervise Administrative staff and divide responsibilities to ensure performance.
- ✓ Manage Agendas/Travel arrangements/appointments etc. for the Upper Management.
- ✓ Support budgeting and bookkeeping procedures.
- ✓ Create and update records and databases with personnel, financial and other data.
- ✓ Track Stocks of office supplies and place orders when necessary
- ✓ Submit timely reports and prepare presentations/proposals as assigned.
- ✓ Assist colleagues whenever necessary.

❖ **M/s Vantage Integrated Security Solutions [P] Ltd.**

❖ **July 2014 – March 2015**

✓ **Project & Services Departmen**

➤ **RESPONCEBILITYS :**

- ✓ To identify resolves Issue & Risks accordingly.

➤ **ADDITIONAL CAPABILITIES & SKILLS :**

- ✓ Able to perform other clerical duties as needed.
- ✓ Positive attitude and excellent interpersonal skills.
- ✓ Demonstrated ability to maintain good manners.
- ✓ Ability to efficiently and effectively perform the technical requirements.
- ✓ Excellent proactive verbal and written communication skills.
- ✓ Ability to coordinate multiple projects simultaneously by prioritizing effectively.
- ✓ Working independently with significant "attention to detail" and "Sense of Urgency".
- ✓ Ability to manage issues and projects to consistently meet deadlines.
- ✓ Effectively communicates with teammates and manager workflow, scheduling & ETA.

➤ **PERSONAL DETAILS :**

- |                        |                            |
|------------------------|----------------------------|
| ✓ Date of Birth        | 15 <sup>th</sup> May 1991  |
| ✓ Nationality/Religion | Indian/Hindu               |
| ✓ Gender               | Male                       |
| ✓ Marital Status       | Unmarried                  |
| ✓ Languages known      | English, Malayalam & Hindi |
| ✓ Passport No.         | Z3602555                   |

➤ **DECLARATION :**

- ✓ I here by declare that the above information's given by me, are true and to the best of my knowledge and belief.

**Anurag Srivastav**