

# NEER SHRIVAS

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EXECUTIVE - Finance and Operations, IT, MIS, Backend

Management, Database and Social Profile Administrator

Gurugram, Haryana



## SUMMARY

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### University of Lucknow

Bachelor's Degree in Economics (Hons.)  
2022-2025

### MIIT

Advance Diploma in Computer Application  
2022-2023

### SHIVEDALE SCHOOL

CLASS X (WITH STANDARD MATH) - 75 %  
CLASS XII (PCB) - 70 %

## SKILLS

- Creative design and content developer
- Social Media Strategy and Administration
- Back-end and organizational operations
- Ability to work in stressed environment
- Detail-oriented and able to handle multiple tasks simultaneously
- Database and data assigning as operational task
- Overlook money flow, operations and pursuing other improvements of certain departments
- Finance and back-end management
- Aspiring to learn more
- Punctuality as first priority and timely completion of tasks
- Back-end and Database Management
- Systems and organizational database for sales and marketing data management
- Fluently works with MS Office 360
- Process entire organizational operations through ERP (Enterprise resource planner)
- Management - Organizational
- Adobe and Corel Draw 2021
- Financial Analysis

## PROFESSIONAL EXPERIENCE

### Executive - Finance, Operations (MIS) & Social Media

Career Launcher | Test Wise Edu. | January 2024 - Present

- Managed backend operations, ensuring seamless data flow and system functionality.
- Optimized backend processes to enhance system performance and reliability.
- Administrated Class schedules effectively
- Coordinated with front-end teams to ensure a cohesive and integrated approach to system development.
- Implemented regular updates and patches to maintain system security and efficiency.
- Conducted regular system audits to ensure data integrity and accuracy.
- Implemented and managed enterprise software solutions, enhancing workflow automation and data integration.
- Oversaw the preparation of financial statements, reports, and analyses for executive management.
- Managed and optimized company's social media profiles to enhance online presence and engagement.
- Collaborated with marketing and content teams to create compelling and brand consistent content.
- Managing confidential information and documents with discretion and maintain their proper organization
- Analyzed business data to generate actionable insights, facilitating data-driven decision-making.
- Process entire organizational operations through ERP (Enterprise resource planner)

### Jr. Executive - Operations

Knowledge Tree Learning Resources | Career Launcher |  
September 2023 - January 2024

- Managed database for lead generating
- Mass data entry at data base
- Managed data for service and lead generation for proper sales
- Managed financial flow and other allowances and expenses of organization.