# CURRICULUM VITAE

# SHASHANK SHRIVASTAVA

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[shrishashank.2695@gmail.com](mailto:shrishashank.2695@gmail.com)

Team oriented person who works to increase understanding and proficiencies in all areas of Sale and Marketing, Legal practice and Management. Communicates with empathy and compassion while consistently exhibiting a professional work ethic.

**Job Experience:**

* Sales and Marketing support/executive – Job Title – 1st September, 2019- to November’2019 .at **Inspire Training Academy, Doha, Qatar**.
* Education Executive at **Meritnation, New** **Delhi** – 7th Janwary’2020.- Sales Support.

**Experience:**

* Sales and Marketing
* SEO (Digital Marketing)
* Created Mailchimps for advertisement
* Sales work in career fairs
* Represented the company as a sales executive in various trade fairs
* Legal Research
* Drafted franchisee and business associate partner manual
* Assisted in making Company policies

**Work Experience:**

* Summer Internship from Sr. Lawyer Shri. Vaibhav Sethi –25th December –30th December, 2013. ( Research work)
* Summer Internship in K K Sharma & Co.- 27th April-28th May,2014. (Research work)
* Summer Internship in intellective law offices – 2nd March- 20th April, 2015. (Research work, filing of replication, filing of notice)
* Summer Internship under Aruneshwar Gupta (AOR) -28th April-26th May, 2016. (Created an online legal research database for the firm)
* Summer Internship in Arun K Batra and associates- 3rd March- 27th April, 2017. ( Research work)
* Internship as a Marketing Executive in Empleos Consultancy – 1st July, 2018- 10th September, 2018
* Summer Internship under Associate Lawyers (Supreme Court)-25th September- 26thOctober, 2018. ( Litigation work, drafting, visiting different courts, attending meeting with clients)
* Internship at STP Ltd, Delhi in Sales & legal department – 1st Feb, 2019. ( Section 138 of NI Act, compliance work, Labour Law)
* Computer skills -Well versed with MS Office, MS Excel and MS power point -Internet Savvy.

**Extra Curricular Activities:**

* Cricket
* Football
* Travelling
* Reading
* Listening to music

**Research work:**

* Legal Research on Section 66A of IT ACT

**Educational Qualification :**

Completed class 12th from Apeejay School, Sheikh Sarai, New Delhi with 80%.

Passed BBA LLB(H) from Amity University, Noida in 2019 .

**Role & Responsibilities-**

* Represent the company as sales and marketing executive
* Conducting market research
* monitoring competition
* writing reports
* managing campaigns on social media
* Representing the Company before several courts, tribunals and other judicial authorities
* Drafting and vetting contracts, agreements, deeds, letters, MOUs etc
* Preparing due diligence reports before commencement of any new project
* Carrying on legal and case law research on various issues and facets of law concerning the Cases
* Develop new clients, pitch for ads through direct mails & meetings & responsible for successful conversions
* Client servicing of the existing as well as new clients
* Understanding & co-ordination for business development
* Work on new sale strategies with the team
* Maintaining business & client relations

**Personal Information:**

* Name: Shashank Shrivastava.
* Father’s name: Mr.Sanjay Shrivastava.
* Mother’s name: Mrs.Sudipta Shrivastava.
* DOB: 26th Jan, 1995.

(Shashank Shrivastava.)