**CURRICULUM VITAE**

**Aakanksha Srivastava**

B-135, Keshav Vihar, Kalyanpur

Lucknow, UP, India

E-mail-aakanksha123sri@gmail.com

Mobile- +91-9793807626

<https://in.linkedin.com/pub/aakanksha-srivastava/82/751/948> **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I look forward to a career that provides me an opportunity to gain expertise in the organization of which I am a part, through continuous development. Subsequently, I will devote my skills and knowledge efficiently and effectively to handle whatever responsibility I have to shoulder.**

**To take-up a challenging role in the area of Management, Business Development, Counselor, Admin & HR towards the growth of organization and add values to myself.**

**CAREER ACHIEVEMENTS**

* Led a team/staff of 30 developers and 3 marketing persons in the company
* Grew profit revenue by 100%, from April, 2015 to July, 2015 and still continuing more in Next Olive Technologies
* Conveyed seminar with more than 500 students in Integral University, Lucknow
* Articulated professional experienced with the latest trends and techniques of the field, having an inborn quantitative aptitude, determined to carve a successful and satisfying career in the industry
* Excellent Relationship Management skills, with the ability to conceive profitable and efficient solutions utilizing technology.
* Excellent communication skills
* Conducted campus drive in many collages all across Lucknow and nearby cities
* Appreciation in Business Development activities
* Awarded Employee of the month

**EDUCATION**

**2014-2016** Shobhit University

**Masters in Business Administration (HR)**

**2011-2014** Shobhit University

**Bachelors of Arts**

**2011**  NIOS Board

**Intermediate**

**2009** NIOS Board

**High School**

**CAREER HISTORY**

**Nov, 2011 to Oct, 2012 HR Executive Trainee**

**The Web Artist Technologies Pvt Ltd**

**Sep, 2013 to Jan, 2015 HR Executive**

**Indian Institute of Professional Training**

**Feb, 2015 to Present** **HR Manager/Training and Placement Manager**

**Next Olive Technologies Pvt Ltd**

**JOB RESPONSIBILTIES IN CURRENT COMPANY**

**ADMINISTRATIVE & HUMAN RESOURCE**

**1. Major Responsibilities**

* Handling end-to-end recruitment Process
* Responsible for the full cycle of recruiting (screening resumes, interviewing, co-coordinating interviews, negotiating, closing of vacancies & final joining of candidates).
* Tech-Screening & Short Listing: Understanding the Requirement and screening of Resumes, Screening profiles based on important criteria like Academic Credentials, Technical Skills & Competencies, Communication, Company(s) worked for, experience, projects, etc.
* Communicating with candidate at the entire stage (building relationships) i.e. Pre-interview & post interview
* Maintaining database of Job applications
* Maintain and regularly update master database (personal file, personal database) of each employee.
* Coordinate with consultants & candidates for scheduling appointments with the Management team for sourcing.
* Conduct employee orientation and facilitate new comers joining formalities
* Handling Campus recruitment process
* Implement measures to provide motivation for employees, to perform training sessions for them

**2. Handling the training cell within the organization**

* Counseling of the students
* College seminars with the team for motivating students
* Responsible for managing tie ups with colleges and TPO's
* Increasing the business with training department

**3. Employee Reward Management**

* Responsible for reviewing and benchmarking staff salaries and benefits
* Managing finance software of the company, employee salaries, training fees and staff welfare budgets
* Planning and implementing annual salary increments on the basis of overall performance

**4. Attendance & Payroll Management**

* Responsible for managing project management tool
* Maintain and monitor attendance to ensure employee punctuality
* Prepare & process timely distribution of Salaries

**ADDITIONAL INFORMATION**

* knowledge in MS-Office 2003/2007,Coral Draw, PowerPoint, Photoshop
* Worked on a Financial Web Based Application for managing the company funds.
* Proposal Drafting, Report Making, Salary Negotiations, Time Management and Resource Management
* Ability to adopt and mold myself quickly according to situations.
* Confident and Consistent in producing results
* **Languages:** English, Hindi

**INTERESTS**

* Analyzing latest strategies in promoting/branding for the company
* Cooking and reading novels
* Travel: Various cities across India

**References available on request**