**Resume**

**Smriti Srivastava**

**Present Address: A-43, corner market, malviya nagar- New Delhi**

**Permanent Address : B 38/13-4 Navodit Nagar(ext). mahmoorganj,Varanasi, (UP), Pin code-221010**

* **Contact: 9711047739 , 9711047678 & Email :-smritisinghanant@gmail.com**
* **Date of Birth : 12 Feb 1987**
* **Area of Expertise :**
* **6 years teaching experience in school.**
* **Office Administration ,Data Base Management & Enquiry Handling.**
* **Work Experience:**
* **School (scholar’s Academy)**
* **Location : Annapurna Nagar –varanasi**
* **Designation : Office Coordinator & Teacher.**
* **Duration : April 2007 to june 2013**
* **2 year of experience in coaching institute as a counsellor(ABC Academy, Gyan Bindu Academy pvt.ltd).**
* **Job Responsibilities :**
* **Enquiry management & handling students enrollments**
* **Subject wise batch scheduling and regular updates to faculties & students.**
* **Attendance maintenance & test reports compilation and timely sharing with students.**
* **Fact-finding & Competition analysis of other institutions.**
* **Academic Qualification :**
* **M.S.c (IT) From SHIATS Allahabad University in the year 2011.**
* **B.S.c From M.G.K.V.P University in the year 2008.**
* **10 + 2 (N.I.O.S Board) from Varanasi in the year 2004.**
* **10th (C.B.S.E Board) from Varanasi in the year 2002.**
* **Hobbies : Reading, listening songs.**
* **I hereby declare that the above information and particular are true and correct to my best of my personal knowledge and belief.**
* **Thanking You.**
* **Place :**
* **Date :**