**Curriculum Vitae**

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| CAREER OBJECTIVES  **Contact No: +919899386529**  **shivamsrivastava7776@gmail.com** |
| To seek a better opportunity in your esteemed organization and to make my career under your directional approach and enthusiastic guidance of your organizational team, This will make me a part of your management. I wish to continually learn and attain the job satisfaction by the optimum utilization of my qualifications and experience or contribute towards the objective and growth of the organization. |

**SHIVAM SRIVASTAVA**

**CA76-D DDA Flats,**

**Hari nagar, Delhi - 110064**

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| PROFILE |
| I am driven in all my endeavors by a commitment to excellence. I have the attitude to learn and work in teams. Facing challenges and meeting deadlines are my strengths. Looking forward to work in creative, challenging and learning atmosphere, which provides ample opportunities for growth in my knowledge. |

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| AREA OF INTEREST |
| * **MIS Executive** * **Database Executive** * **Jr. Data Analyst** |

PROFFESIONAL & OTHER QUALIFICATION

* **Certificate in Data Analyses**

ACADEMIC QUALIFICATION

* **Bachelor of Commerce from Delhi University**
* **Intermediate (12th)** Passed.
* **Matriculation (10th)** Passed.

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| **TECHNICAL** SKILLS   * **Office Package:** Microsoft Word, Microsoft Excel, Advance Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express * **Database Skill:** Regular user of Excel Formulas and excel function. * **Programming :** Macro Programming, VBA Programming * **Graphics Tools:** Adobe Photoshop, Adobe Photoshop CS, Adobe PageMaker, * **Operating Systems:** Windows2000, Windows ME, Windows XP, Windows 7,8,8.1,10, * **Internet :** well knowledge of Internet and webmaster (web, directory, search engine and portal sites) * **Typing Speed:** 35-40 words/minute, Accuracy 95%   Work Experience  **Currently Working At:**  **Organization Name: Mangla Apparels India Pvt. Ltd.**   * **Designation :** Backend Marketing Executive * **Location: -** C-21, SMA Industrial Area, Jahangir puri * **Time period:-** July 2017 to Present   **Role and Responsibilities**   * Communicate with Customer and Interact with sales team * Communicate with Vendors and our project teams. * Plan Outdoor Promotions of Brand * Backend office operations * Report Generation * Receiving and downloading data from different - different sources**,** Cleaning and formatting data using by **EXCEL**. * Removing duplicate numbers from Data through **Excel (Tools and formula)**. * Writing macros for customizing tasks as per requirements   **Last Worked At:**  **Organization Name: Canvera Technologies Pvt. Ltd.**   * **Designation :** Partner Engagement Executive * **Location: -** Plot No. 81, Sector 44, Gurugram * **Time period:-** October 2016 to July 2017   **Last Worked At:**  **Organization Name: AIS Technologies**   * **Designation :** MIS Executive * **Location: -** A-42/X, DDA Complex, Jahangir Puri * **Time period:-** April 2015 to June 2016  |  |  | | --- | --- | | ***PERSONAL PROFILE*** | | | **Father’s Name** | **Mr. Rajender Kumar** | | **Date of Birth** | **28th, Aug, 1998** | | **Address** | CA76-D HARI NAGAR DDA FLAT | | **Sex** | Male | | **Marital Status** | Single | | **Nationality** | Indian | | **Language Known** | English & Hindi | | **Hobbies** | Listing music & Surfing Net | | **Current Salary** | 1.80 LPA | | **Expected Salary** | 2.00 LPA | |

**I hereby declare that all the above-furnished information is correct to the best of my knowledge**

**Place: New Delhi [SHIVAM SRIVASTAVA]**