Curriculum Vitae

**ANSHUL SRIVASTAVA**

**Permanent Address:-**

**Address:** A-231 Gujaini

**Kanpur Nagar Pin –** 208022 ( U.P)

**E-Mail Id:-** anshulsrivastava.4398@gmail.com

**Contact No.:-** 7355015065, 8009102164

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**Career Statement:**

* To contribute to my full potential in realizing the goal of the organization and learn the skills required to achieve growth for self and organization.

**Educational Qualifications:**

* Graduation (BBA 2017 – 2020) from CSJM University Kanpur.
* Intermediate from CBSE Board in 2017.
* High School from CBSE Board in 2015.

**Extra Qualification:**

* Computer Course Basic Knowledge.
* Diploma in Tally.

**Work Experience:**

* Tax filing consultant trainee – 01/08/2018 to 31/10/2019
* Accounts Tutor for standard 11 & 12students - 01/05/2017 till date
* Property Manager - Shri Balaji Properties and Builders- 17/04/2018 till date
* Customer Facilitation Supervisor at Shri Balaji Jan Seva Kendra - (17/04/2018 till date)

# Skill Set

## Time Management

I have been studying and working hard simultaneously, to make my ends meet. The last four years of study and work has taught me to allocate my time to complete my studies and projects at work. In college I had been able to complete all my college Projects within a specified time by prioritising the resources. I had been able to successfully mentor many customers every day and also liaise with property buyers and sellers to achieve a high turnaround for Shri Balaji Properties and Builders. With such enriched four-year experience, I am sure that I will be able to optimize my time to achieve the organization goals, as set out on various projects.

I will try to gauge my resources and optimize them to deliver the desired program.

# Team Work

I possess an amenable nature and bring in good humor to work. This helps me to work well with the various teams where I am required to work in the property management sector. I make endeavors to understand the Team goals and align my role and work expectations to meet the team goals. I try to work with full empathy and compassion with team members and try to work with minimum conflicts and with efficiency.

**Cost Efficiency and Financial Management**

I have gained experience to operate within budgets on the projects allocated to me in the office environment. I track my work periodically to the bottom lines and do periodic forecasting and revisit options to keep control.

**Leadership**

As a Property Manager, I am required to make a lot of decisions of high financial nature and in a short time. I have learnt to evaluate options and finalize the optimized option. I have led my property management team from the front to achieve high outcomes for my director. If given the opportunity, I would like to enhance my leadership experience further.

# Decision Making & Planning

I start with understanding the project/task goals and timelines clearly. I ask a lot of questions at the beginning to understand and obtain full clarity. I am not at all afraid of asking dumb questions as well. I then identify the pathways/options to achieve the project goals. I then conduct a SWOT analysis of the various options available. I then finalize the best option and focus my energy to do the requisite planning, programming to achieve the end goals. During the project duration, I seek continuous inputs from peers and supervisors. This helps me in getting on top of my work. During my college projects mentioned below, I had successfully employed the SWOT analysis on my projects and now am employing the skills acquired, to reap immense benefits in my current role as a Property Manager.

**Computer & Analytical Skills**

I have reasonable analytical skills which help me achieve good control over the work which I am doing. And my adequate computer and MS Office skills helps me deliver the objectives better.

**Ability to learn and unlearn**

I am always eager to learn new skills and technology, which will help me perform better in my role. I will be keen to

# College Projects

* Customer satisfaction towards **E- Banking** services of **ICICI Bank**.
* A Comparative study on **FMCG Industry** with special reference to **ITC and HUL.**

**Customer Experience**

My role as Customer facilitation supervisor has helped me understand customer needs and has helped me progressively gain an insight into dealing with compassion and care. I ensure that all customers experience total satisfaction and constantly seek their inputs to provide improved service.

**Personal Details:**

**Date of Birth:** 4th March 1998.

**Gender:** Male

**Languages known:** English & Hindi

**Declaration:**

I here by declare that all above information provided by me is correct according to the

best of my knowledge.

Place: Kanpur

Date:

(ANSHUL SRIVASTAVA)