

Anshul Srivastava

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Address: A-231 Gujaini, Kanpur Nagar, PIN 208022 (U.P.)

DOB: 04/03/1998

WORK EXPERIENCE

Customer Facilitation Supervisor

Shri Balaji Properties and Builders

Apr 2018 to Present

Property Manager

Shri Balaji Properties and Builders

Apr 2018 to Present

Accounts Tutor for Standard 11 and 12 Students

May 2017 to Present

Tax Filing Consultant Trainee

Aug 2018 to Nov 2019

EDUCATIONAL BACKGROUND

- Graduation (BBA 2017 – 2020) from CSJM University Kanpur.
- Intermediate from CBSE Board in 2017.
- High School from CBSE Board in 2015.
- Computer Course Basic Knowledge.
- Diploma in Tally.

PROFESSIONAL SUMMARY

A hardworking and collaborative administration and facilities manager who has experience across a variety of roles and business environments.

Dedicated to putting the company first and fulfilling a variety of tasks as required.

SKILLS & PROFICIENCIES

- Administration management
 - Project management
 - Financial management
 - Proficient in MS Office
 - Analytics skills
 - Customer experience
 - Fluent in English and Hindi
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