**SUNAINA SRIVASTAVA**

**Mobile: +91-8081141673**

**E-Mail:** [**sunainasrivastava1109@gmail.com**](mailto:sunainasrivastava1109@gmail.com)

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**Career Objective:**

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To work in an organization where my skills can be efficiently utilized towards that development of the organization and to assure knowledge that will enable me to grow as a professional.

**Education Details:**

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**Post-Graduation:** Master of Arts (M.A.) - 2019 **University:** Kanpur University, Uttar Pradesh

**Graduation:** Bachelor of Arts (B.A.) - 2015 **University:** Lucknow University, Uttar Pradesh

**Certificates / Courses:**

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❖ **ADCA:** Completed 1year Advance Diploma in Computer Application (ADCA) in 2009-2010.

**Professional Experience:**

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❖ Worked [Nov-2017 – Dec-2019] for Royal Service Center Lucknow in back office as **Customer Service Representative (CSR)**.

❖ Worked [Apr 2017 – Oct 2017] for Ajuni Motors Lucknow in back office as Computer Operator.

❖ Worked [Jul 2013 – Mar 2017]for Radient Public English Medium School Lucknowasa Teacher.

**Technical Skills:**

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❖ MS Office (Word, PowerPoint, Excel)

❖ Excel Macros

❖ Web Content Designing

**Hobbies / Interest:**

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❖ Surfing Internet

❖ Listening Music

❖ Reading Books

**Strength:**

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❖ Positive Attitude

❖ Quick Learner

**Personal Details:**

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Name - Sunaina Srivastava

Date of Birth - 11 sep 1993

Sex - Female

Languages - English & Hindi

**Declaration:**

I hereby declare that the information given above is correct to the best of my knowledge.

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