**RESUME**

**Gaurav Kumar Srivastava**

**Address: Dadrighat, Ghazipur**

**Contact No. 8564860585**

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# Career Objective:-

To work with an origination where employees have mutual respect for each other having.

Enthusiastic atmosphere and healthy competitive environment with positive attitude towards the achievement of professional growth along with growth of organization.

# Education & Qualification: -

* High school passed from U.P. Board 2010 second division
* Intermediate passed from U.P. Board 2012 First Division
* Completed B.com From V.B.S. Purvanchal University
* Completed ‘CCC’ Diploma

# Work Experience :

**Sep- 2018 to Till date, with Mahendra Educational Pvt. Ltd. Jaunpur Branch as Branch Coordinator (Executive) in Admin Department**

* + - Managing all day to day activities of office & staff in the office.
    - Do all day to day Income & Expenses on Company’s Software.
    - Maintain & Manage all Records of Branch in proper file like- all challans, Bills and other confidential documents.
    - Do the Proper Entries of Books as well as each and every stock and IT related items on Register for manual record and on Software too.
    - Working as a Lab instructor.

## Personal Detail:-

Father Name : Anil Kumar Srivastav

Mother Name : Neelam Srivastav

Date Of Birth : 15/Jan/1996

Marital Status : Single

Language : Hindi & English

Hobby : Listening Music, Sports

Sex : Male

## Declaration:-

I have by declared that the information furnished above are true and best of my knowledge.

Date:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign. ……..