CURRICULUM VITAE

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| ***NEHA SRIVASTAVA*** | 102472571_2973206506067285_4530182136281481228_n.jpg | 9451084536/9415083211  [neha.srivastava0509@gmail.com](mailto:neha.srivastava0509@gmail.com)  Indira Nagar, Lucknow |

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| **Summary** | A highly-organized administrator with proven office management skills and lots of initiative. Detail-oriented, administrative professional with proven office management skills and experience in organizing and supervising of the administrative activities in a busy office environment. Able to assist people at multiple organizational teams. Focused, consistent, punctual and reliable. |

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| **Work Experience** | * Presently working with EFablink, Lucknow as Human Resource/ Assistant Manager from August 2021 till date. * Worked with GD Goenka Public School, Lucknow as PA to the Principal/ Executive Officer from August 2016 till June 2021. * Worked as Administrative Executive Officer in Seth M.R.Jaipuria School Bansal Campus, Sitapur Road, Lucknow from January 2014 till July 2016 (main responsibility of Admission Counselor/PRO). * Worked as a multitasker at ACL, Lucknow 2013 to 2014. * Worked as a faculty in one of the learning centers of SMU. * As a part time I had worked, as a content writer, from home, for one of the S/W Companies in Lucknow. |

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| Key Skills and competencies | * Maintenance of policies, systems, documents, records, etc. * Good office management and computing skills * Self motivated with the ability to work on own initiative. * Ability to come up with own ideas to take the company forward * Forward planning and team management * Coordination of external recruitment * Maintaining the social media pages * People Management skills |

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| Work Responsibilities | * + Producing documents, briefing papers, reports and presentations. * Organizing and maintaining diaries and making appointments.   + Staff administration including holiday and sickness tracking.   + Maintaining & developing the office filing systems both on paper and computer.   + To identify, plan and execute implementation.   + Ensuring that any concerns or complaints are dealt with appropriately.   + Involved with recruitment; dealing with ad responses, sourcing potential candidates and arranging interviews.   + Social media pages updating.   + Creative designing. |

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| Academic Qualifications | * + - **MBA -** MBA from Bitech Institute of Management Technology Lucknow. Affiliated from Sikkim Manipal University. **Specialization in Human Resources.**  B.A. - Graduate from Chaudhary Charan Singh University Meerut with English, Economics and Sociology subjects. - First Division |

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| Area of Expertise | * Admission Counseling * Office administration * Equality & Diversity issues * Chairing meetings * Ability to prioritize work and manage time effectively | * Staff performance * Excellent PC skills including Word, Excel and Power point * Replying to general correspondence * Report compilation |

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| Personal Skills | Leadership ability, Pro-active Communication and team working skills, Able to delegate, accurate written and verbal Communication and much more. |

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| Personal Details | * Father’s name : Mr. Ashok Kumar Srivastava * Mother’s Name : Ms Rana Ashok * Date of Birth : 09 December 1982 * Address **:** 21/224, Sector-21, Indira Nagar,   Lucknow-226016 |