CURRICULUM VITAE

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|  ***NEHA SRIVASTAVA*** | 102472571_2973206506067285_4530182136281481228_n.jpg | 9451084536/9415083211neha.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 |