



SHREYA SRIVASTAVA

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SUMMARY

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

SKILLS

- File Maintenance
- Call Handling
- Scheduling
- Business Administration
- Contract Preparation
- Invoice Processing
- Office Administration
- Supply Management

EXPERIENCE

OFFICE ASSISTANT

Royal Group

- Reviewed files, records and other documents to obtain information or respond to requests.
- Performed data entry tasks into various computer systems accurately and efficiently.

DATA ENTRY OPERATOR

fordrex

- Compiled data from source documents prior to data entry.
- Organized paper documents into digital filing system for easy access.
- Inputted customer data into computer database accurately and quickly.

OFFICE ASSISTANT

D.M. Sales & Services

- Good knowledge of **Gem Portal , E Procurement**.
- Organized office operations and procedures, such as managing calendars, scheduling appointments, preparing reports and maintaining records.
- Maintained business records by updating customer information.
- Managed office supply inventory by tracking orders and ensuring adequate stock levels are maintained at all times.

IT BUSINESS ANALYST

Moral Commotrade Limited

- 7 years experience in Govt. To conduct tendering work in **GeM portal, E-Procurement**.
- Promoted high customer satisfaction by resolving problems with knowledgeable and friendly service.
- Identified needs of customers promptly and efficiently.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Assisted with customer requests and answered questions to improve satisfaction.
- Planned and completed group projects, working smoothly with others.
- Collaborated with others to discuss new opportunities.
- Delivered products to customer locations on time.

EDUCATION AND TRAINING

Allahabad University, 01/2015
Post Graduation (M.Com)

Lucknow University, 2013
Graduation (B.Com)

01/2010

Intermediate

Board: U.P. Board

01/2008

High School

Board: U.P. Board

Amity University Online

MBA (Master Of Business Administration)

Status: Pursuing

AREAS OF INTEREST

Reading News Paper, Books, Listing Music & Playing Games.

LINGUISTIC ABILITIES

English, Hindi

OTHER

QUALIFICATIONS

- Typing in both language English & Hindi.
- Knowledge of the Tally Erp9
- Having Knowledge of the GeM (Government E Marketplace) for both Buyer and Seller account.

PERSONAL INFORMATION

- Father's Name: Late Suraj Nath Srivastava
- Date of Birth: 08/15/92
- Gender: Female
- Nationality: Indian
- Marital Status: Unmarried

DISCLAIMER

I hereby declare that all the Information furnished above is true and correct to the best of my knowledge.

CERTIFICATIONS

- **ADCA** (Advance Diploma in Computer Application) 1 year course from Lucknow Computer Education.
- **CCC** (Course on Computer Concepts) from **NIELIT**.

LANGUAGES

Hindi: First Language

English:

A1

Beginner