



Shivam Srivastava
S/o late Shri D.N.Lal Srivastava
537b/112, Sitapur Road, Jugal Vihar Colony,
Faijullahganj, Sitapur Road, Lucknow.
Mob-8175028406,9140315672

OBJECTIVE

I seek a challenging and a growth oriented professional career in a globally competitive environment where acquired skills and vast experience gathered shall yield the benefit of a steady-paced professional life leading to productivity and value addition to the organization. **My Greatest asset is my desire to learn and the determination to succeed.**

EXPERIENCE PROFILE

Total Experience – 11 years

Aug 2021 – Till date

H.R.Associate Sigma Staffing Solutions Pvt Ltd.

- Responsible for preparing Relieving Letter, Appointment Letter, Transfer Letter and Joining Letter.
- Preparation of P.F. and ESIC of newly Joined Candidates.
- Preparation of salary.
- T.A BILL.
- Payrolling.

Nov 2016 – July 2021

Computer Officer Sahara India Parabanking Division, Kanpur

- Responsible for preparing Monthly and Yearly Collection report of Field Worker.
- Preparation of Comparative report of Field Worker.
- Attend Walk-ins customer.

April 2013 – Nov 2016

Astt. Junior Worker Sahara India, Lucknow

- Responsible for Compliance Punching.
- Letter Typing.
- Filing and Maintaining of important papers.

EDUCATION & CREDENTIALS

2011	B.Com from Lucknow University
2007	Intermediate from U.P. Board
2005	High School from U.P. Board

COMPUTER PROFICIENCY

- 6 months Diploma in Computer Application.

PERSONAL SKILLS

- Team Player
- Quick learner
- Highly motivated person
- Open to criticism
- Positive Thinker
- Dedication towards work
- Punctuality

HOBBIES AND INTERESTS

Listening to Music, Interacting with people and Playing Badminton

PERSONAL DETAILS

Fathers Name	Late Shri D.N. Lal Srivastava
Gender	Male
Address	537B/112, Jugal Vihar Colony, Faijullahganj, Sitapur Road, Aliganj, Lucknow
Date of Birth	05-09-1990
Marital State	Unmarried
Nationality	Indian
Languages known	Hindi and English

It would be my conscious endeavor to constantly strive to hone as well as acquire skills and respect the practices and traditions of the organization to the best of my ability.

I affirm that the information in this document is accurate and true to the best of my knowledge .

Date: , 2022

SHIVAM SRIVASTAVA