**ANIKET SRIVASTAVA**

|  |  |
| --- | --- |
| CAREER OBJECTIVE | Secure a responsible career opportunity to fully utilize my **Training**, **Skills** & **Work Experience** while making a significant contribution to the success of the company. Proficient at **quick learning** and sharing **new ideas** and coordinate **new plans** with organization.  |
| PERSONAL DATA | **Date of Birth:-** 03/09/1997**Nationality:-**  Indian**Marital Status:-** Single |
|  Academic Qualification | 2014-2018 Lucknow University **Bachelor of Technology** in **Computer Science** from Babu Banarasi Das University, Lucknow (UP), India.2014 Intermediate in ScienceLucknow Public School, Anand Nagar, Lucknow (UP), India.**2012**  **High School Diploma** Lucknow Public Inter College, Anand Nagar, Lucknow (UP), India. |
| Additional Qualification | **Diploma** in **Networking** from **Jawahar Computer Education**, Lucknow (UP), India. (1 Month)Training done on **JAVA** from **SKARTIA Computers Education**, Lucknow (UP), India. (3 Months) **Training** done on **Hardware Devices** in **ACE VEGA**, DUBAI, UAE. (1Month) . |
| SKILLLS **WORK EXPERIENCE**  | * Hardworking and Honest and Good Team Worker.
* Well versed in computer operation.
* Good Communication & Presentation skills.
* Innovate new Ideas.
* Data & Database Management
* Operation Management
* Diary Management
* IT Skills in Software.

 **01st June, 2015 – 30th Nov, 2015** **(6 Months Part Time)** **SAP TRAINEE**  **Department of Finance & Accounts****MANDI PARISHAD, Government Department, Lucknow (UP), India.** **Key Responsibility:-** * SAP Basis Module.
* SAP FICO Module (Financial Accounting & Controlling)
* SAP HRM Module (Human Resource Management)
* SAP SD Module (Sales & Distribution)
* SAP MM Module (Material Management)
* SAP Security Module.

**01st October, 2017 – 30th May, 2018 (8 Months)**  **Customer Service Associate cum Relation Manager** **Department of Sales & Distribution****VODAFONE Telecommunciation Company, Lucknow (UP), India.****Key Responsibility:-** * Data Controlling & Management.
* Taking Calls and **Prepare Invoice**.
* Arranging Staff Meeting & Events.
* Build **good relations** with Customer & Clients.
* Handling Queries and Complaints.
* **Marketing** & **SALES** of **SIM Card** & Brief Knowledge of plans.
* Conducting **Business Meetings**.
* Monthly **Market Reviews**.

**01st June, 2018 – 31th July, 2018 (2 Months)**   **Executive Admin & Asst. Project Trainee**  **Department of Information & Technology****Shri Ramswaroop Development & Technology, Lucknow (UP), India.****Key Responsibility:-** * Taking **Calls** and doing **Recruitment** process.
* Mailing and Filing.
* Coordinating with all **Staffs** & **HR** & **Finance Manager**.
* Arranging Meeting with staffs and client.
* Conduct Business Review Meeting every month.
* Working on PeopleSoft Module.
* Working on Absence Application Software using PeopleSoft Module.

.**01st September, 2018 – Till Present** **(5 Months)** **Event Coordinator cum Asst. Admin Manager**  **Department of Administration & Event** **INDIA Trade & Exhibition Center, Sharjah UAE.****Key Responsibility:-** * Making **Performa Invoice**.
* Taking Calls.
* Database Management.
* Promotion of Events.
* Distributing **Fliers** by **Mail** and **WhatsApp**.
* Making **Badges** for events.
* Giving **VISA** to companies.
* Making **Good Relations** with **Clients** and **Customer**.
 |
| LANGUAGES KNOWN | * **English**
* **Hindi**
 |
| HOBBIES |  Keen interest in **music & traveling**. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |