**ANIKET SRIVASTAVA**

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| 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 Science  Lucknow 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**. |
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