

SAURABH SHRIVASTAVA

Ph. No.- 7067074894

Email- sour1111@hotmail.com

Location- Bhopal, Madhya Pradesh

Career objective

- Innovative and results driven team player focused on achieving exceptional results in highly challenging environment that demands commitment, multitasking, smart working and continuous improvement onsite and offsite role.
- Highly organized and motivated professional with experience providing excellent administrative and organizational support. Proven ability to manage multiple tasks simultaneously while meeting tight deadlines and achieving organizational goals.
- Hard working and Smart working professional with 5+ years of experience. Knowledge of back office operations, administrative support. Aiming to leverage my abilities to successfully fill the Managerial role.

Experience

January 2024- Till date

EXECUTIVE ASSISTANT

Bhagawati Management Solutions Pvt. Ltd., Bhopal

September 2022- January 2024

COMPUTER OPERATOR CUM PERSONAL ASSISTANT

Madhya Pradesh Industrial Development Corp. Ltd., Bhopal (DIPIP)

June 2020- August 2022

COMPUTER OPERATOR CUM PERSONAL ASSISTANT

Madhya Pradesh Industrial Development Corp. Ltd., Bhopal (DIPIP)

October 2018- June 2020

DATA ENTRY OPERATOR CUM PERSONAL ASSISTANT

Directorate, Farmer Welfare & Agriculture Development, Bhopal (DFW&AD)

Education

July 2023

MASTERS OF BUSINESS ADMINISTRATION IN FINANCE

Mansarovar Global University,
Sehore, Madhya Pradesh

Jan 2018

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

Makhanlal Chaturvedi National
University of Journalism and
Communication,
Bhopal, Madhya Pradesh

Jun 2013

BACHELORS OF BUSINESS ADMINISTRATION IN HR/ MARKETING

Sadhu Vaswani PG College, Bhopal,
Madhya Pradesh

Apr 2010

HIGHER SECONDARY

Sheel Niketan Hr. Sec. School, M.P.
Board, Bhopal, Madhya Pradesh

Skills

- Time Management
- Microsoft Office
- Problem Analysis
- Coordination
- Office Management
- Multitasking and Organizational Skills
- Operations Management
- Documentation
- Client Servicing

Certifications

- Computer Proficiency Certification Test (CPCT) qualified with both Hindi and English Typing.

Languages

- English
- Hindi

Hobbies

- Acting
- Singing