**ARVIND KUMAR SRIVASTAVA**  ****

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OFFICE MANAGEMENT PROFESSIONAL

Targeting Position in Banking/Insurance/Financial Sector/Educational or Any Industry

Having 23year of experience in

Organizational and personal leadership / Sales support / General – Administration/Event Planning Expertise / Assignment & Project Management

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**OBJECTIVE:-**

Looking for challenging employment that will utilize my capabilities and skill set, to the maximum while offering excellent growth opportunities.

**SUMMARY:-**

1. An incisive professional with 23year experience in administration/development.
2. Previously designated as officiating senior finance officer in SAHARA India Varanasi.
3. previously designated as Asst.regional.manager in futuready group.
4. Well adaptive toward corporate culture and behavior & ability to work under pressure.
5. A meticulous and quality – oriented individual with for details.
6. Gifted with seeing everything not only with sight but with vision as well.
7. Previously working as regional manager in real india group.
8. Previously working as zonal manager in arise india group.
9. Previously working as General manager in Arth multi state credit cooperative society ltd.
10. previously working as project manager in Glister eduversity pvt.ltd.
11. now working as senior manager in cliq a lan.com.

**CARRER HIGHLIGHTS:-**

1. Administrator, Mt. carmal School (ICSE) Patna, June 1995-Nov, 1995.
2. Administrator, Shivam central School (CBSE), Patna March 1995- May 1995.
3. Office in charge, Sahara India, Varanasi from Aug. 1996 to 1999
4. Officiating senior finance officer , Sahara India , Varanasi from 1999 to Oct. 2010
5. previously working as a asst.regional manager in Sai Prasad group of companies / futureadey group Pune (Maharashtra) & posted at Varanasi since last 1Nov. 2010 to Dec.2015.
6. previously working as regional manager in real india group.since January2017 to30 may 2017.
7. previously working as RM /zonal manager in arise india from01 june2017 to feb.2018.
8. previously working as General manager in arth credit cooperative society from march 2018 to may 2018.
9. previously working as project manager in Glister eduversity pvt limited from june 2018 to 30 April 2019.[Education sector.educational support service develop in Bihar/up/Jharkhand/etc]
10. now working as senior manager in cliq a loan.com from 01 may 2019 to ill date.

**RESPONSIBILITY:-**

1. Performed general administrative function including the scheduling of appointment and meetings.
2. Reporting to regional head, handling 70 employees, controlling of 10= branches.
3. Resolved problem mediated disputes and handled customer complaints.
4. Assisted the planning department in communication and distribution of sale information internally and externally.

**SKILL:-**

1. Collected sale data and sales orders providing this information to the planning department.
2. Responsible for the financial transactions including balance and deposit of the daily taking.
3. Adapt quickly to diverse management and client style.
4. Managed all office activities on a day to day basic.
5. Preparing and maintaining MIS statements to be provided to the higher management.

**EDUCATION QUALIFICATION-**

1. M.A.(MED. HISTORY)FROM ALLAHABAD UNIVERSITY IN THE YARE 1988
2. B.ED( FROM PURVANCHAL UNIVERSITY IN THE YEAR 1990
3. B.A. FROM ALLAHABAD UNIVERSITY INT THE YEAR 1986
4. B.J. FROM HINDI SAHITYA SAMMELAN ALLAHABAD IN THE YEAR 1993
5. R.T.M.(DIPLOMA IN RAIL TRANSPORT & MANAGEMENT) FROM RAIL TRANSPORT UNSTUITIE,NEW DELHI IN THE YEAR 2000

**PERSONAL DETAIL:-**

NAME : ARVIND KUMAR SRIVASTAVA

FATHER’S NAME : SHRI SHANKAR DEV LAL SRIVASTAVA

DATE OF BIRTH : 03/04/1967

SEX : MALE

MATERIAL STATUS : MARRIED

NATIONALITY : INDIAN

RELIGION : HINDU

LANGUAGE : HINDI/ENGLISH

**DECLARATION:-**

I HEREBY DECLARE THAT ALL THE STATEMENTS GIVEN ABOVE ARE CORRECT, TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE------------------------------ SINGNATURE---------------------------

PLACE--------------------------