***Amit Srivastava***

**Permanent Address: - S/o Late Sh.P.P.Srivastava**

**Ho.Address :- 245, E,Baxi Kala, Daraganj,**

**Prayagraj ,U.P. Pin :- 211006**

**Mob. No. :- 09454488948, 7355981938**

**E-mail ID:- amit\_srivastava010@yahoo.com**

***Objective Of Life :-***

**÷ My Objective of life to work in a Company with achieves a high and respected position in this field. Please see myself growth and believe in my Confidence. And give me a chance to prove myself.**

***Educational Qualification:-***

**÷ High School from U.P. Board in year 1999**

**÷ Intermediate from U.P. Board in year 2001**

**÷ Graduation from V.B.S.P .University Jaunpur in year 2005**

***Professional Qualifications:-***

**÷ Computer Hard ware, Network Engineering (Diploma) From UPTECH, Lucknow, U.P.**

**÷ 6 Month Computer Course with A Great Certificate From UPDESCO, Mirzapur, U.P.**

***Work Experience:-***

**÷ Presently work in Janadrsh Bharti Nidhi Ltd. ( Nidhi And Micro Finance ) ( Idealzone Group ) As a Sr.Territory Manager (Operation Management) Prayagraj U.P. On Dated 01/09/2014 to Till dates.**

**My Work- Maintain All Branches ( My under in Three Branches), Maintain office Staff, Maintain Field staff, Monthly Staff meeting, Monthly Field staff meeting, Monthly received Sr.’s Field staff Target. Daily Maintain Cash Record. Handle cash. Daily mail Time sheet. Staff Interview. Staff Transfer, And Office related All Work.**

**÷ Two year’s three month’s work in JVM Infraland And Developers India Ltd. As a Sr.Branch Manager (Operations) in Mirzapur, U.P. On dated 08/05/ 2012 to 30/08/2014.**

**My Work- Maintain our Branch, Maintain office Staff, Maintain Field staff, Monthly Staff meeting, Monthly Field staff meeting, Monthly received Sr.’s Field staff Target. Daily Maintain Cash Record. Handle cash. Daily mail Time sheet. And Office related All Work.**

**÷ Two Year’s work in KMJ India Ltd. As a Assistant Branch Manager (Operations) in Mirzapur On dated 01/02/2010 to 01/03/2012.**

**My Work- Maintain our Branch, Maintain office Staff, Maintain Field staff, Monthly Staff meeting Daily Maintain Cash Record. Handle cash. Daily mail Time sheet. And Office related All Work.**

**÷ One year work in PACL India Ltd. As a Sr. Assistant (Operations) in Cunningham Road, Bangalore. On dated 07/12/2008 to 30/12/2009.**

**My Work- Computer data entry, Certificate print, Daily Maintain Cash Record. Handle cash. Daily mail Time sheet. And Office related our All Work.**

**÷ One year work in NOKIA Care Service Center as a Customer Care Executive in Lucknow on dated 2007 to 2008.**

***My Strength -* Better Dealing for our Client, Good Communication Skill, Any Problem Maintain By self Salutation. And Most My Honesty and Sincerity**

***Self Confidante -* Positive Attitude, Excited learn, always ready to take any Responsibility’s and tried to prove myself better...**

 ***Personal Details***

 **Name : Amit Srivastava**

 **Date of Birth : 22/09/1984**

 **Father’s Name : Let’s. P.P.Srivastava**

 **Nationality : Indian**

 **Sex : Male**

 **Maritally Status : Married**

 **Language Knowledge: Hindi, English**

 **Hobbies : Meeting new people,**

 **Singing old songs, Social work.**

**÷ Resp. sir/mam I assure my Honesty and Sincerity towards my work and will prove myself as a good Candidate to become a part of your Reputed Firm for long time.**

**And I hope you will consider my Request till than Awaiting your Favorable Reply.**

**÷ Kindly allow me to serve in your Organization in the best possible and good Manner….**

**÷ I hereby declare all the statements are true, complete And Correct to the best of my knowledge & belief.**

**Location- Amit Srivastava Date-**