

# **RESUME**



**Karan Srivastava**

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**Permanent Address** C-1511, Raja jee Puram Lucknow (U.P.)  
**Contact No.** **Mob.056-9158177**  
**Objective** To rise to a position of responsibilities by giving substantial growth to The organization.  
**Current Industry** **Queen's Guard LLC.**  
**Current Functional** **Asst. Accountant**  
**Current Location** M-11 Musaffah, Abu Dhabi (U.A.E)  
**Professional Experience** 10<sup>th</sup> Years 07<sup>th</sup> Month working experience in U.A.E. And total 14<sup>th</sup> years working experience

## **Professional Experience**

**Current Company** **Queen's Guard L.L.C**  
(I have been working as an Assistant Accountant form 20<sup>th</sup> November 2013 to till date.)

- ❖ Handling petty cash, Cash book
- ❖ Purchase with inventory
- ❖ Making Invoice
- ❖ Staff Attendance
- ❖ Staff vacation purpose and arrange air ticket
- ❖ Banking and other official all work.
- ❖ Process the Salary with WPS.

**Company** **HDFC Bank Ltd.**  
(5<sup>th</sup> March 2012 to 15 November 2013)

**Designation** **Senior Sales Officer**

**Job Profile**

- ❖ Responsible to do short term & Long-Term FD, Recurring Deposited
- ❖ Responsible for promotion of Banking Products and generate sales form market.

**Company** **Sahara India Life Insurance Co. Ltd.**

(26<sup>th</sup> May 2010 to February 2012)

**Designation** **Marketing Executive**

**Job Profile**

- ❖ Responsible for search and recruit new agents for the fresh market.
- ❖ Responsible for Overall Business Development thru agents.
- ❖ Assisting agents in their sales call for product promotion.
- ❖ Organizing presentation in various locations for Agents Recruitment and Business Promotion.

**Company** **First Flight Courier Ltd.**

(5<sup>th</sup> May 2005 to 25<sup>th</sup> May 2010)

**Designation** **Shift Supervisor**

**Job Profile**

- ❖ Managing manpower of 25 Persons in Operation.
- ❖ Managing Complete Data on system & Co-coordinating with H.O
- ❖ Managing & Co- coordinating with various internal departments to resolve issues.

**Education Qualification**

**Computer literacy** Diploma in Computer Education from **Login Computer** with complete working knowledge of MS Office and complete knowledge of Internet.

**Education** **Graduation** from Kanpur University.

**Intermediate** from U.P. Board.

**High School** from U.P. Board.

**Personal Details**

**Father's Name** Shri Brijesh Lal Srivastava

**Date of Birth** 10<sup>th</sup> December 1979

**Marital Status** Married

**Reference** Available on Request

**Date:**

**Place:** *(Karan Srivastava)*