



## Karan Srivastava

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**Current Address** Abu Dhabi (U.A.E)

**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 L.L.C

**Current Functional Area** Asst. Accountant

**Current Location** M-11 Musaffah, Abu Dhabi.

**Location Preference** U.A.E

**PROFESSIONAL EXPERIENCE** 19<sup>th</sup> Years 6<sup>th</sup> Month working experience.

### PROFESSIONAL EXPERIENCE

**Current Company** Queen's Guard L.L.C

(I have been working as an Asst. Accountant from 20<sup>th</sup> November 2013 to till date.)

- ❖ Handling petti cash , Cash book
- ❖ Purchase with inventory
- ❖ Staff attendance prosses Salary with WPS
- ❖ Arrange paper new employee for apply employment visa
- ❖ Staff vacation purpose and arrange air ticket
- ❖ Banking and Finance other official all work

**HDFC Bank Ltd.**

**( 5 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 there 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**

- 1 Managing manpower of **25 Persons** in Operation.
- 2 Managing Complete Data on system & Co-coordinating with H.O.
- 3 Managing & Co – ordination with various internal departments to resolve issues.

**Educational 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 Srivastva**Date of Birth** 10<sup>th</sup> Dec. 1979**Marital Status** Married**Reference:** Available on Request**Date:-****Place: -**  
(Karan Srivastava)