

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 10th Years 07th Month working experience in U.A.E. And total 14th years working experience

Professional Experience

Current Company **Queen's Guard L.L.C**
(I have been working as an Assistant Accountant form 20th 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.**
(5th 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.**

(26th 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.**

(5th May 2005 to 25th 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 10th December 1979

Marital Status Married

Reference Available on Request

Date:

Place: *(Karan Srivastava)*