



# SHIVENDRA PRATAP SINGH

Looking a Full time opportunity as an Executive /Assistant at Esteemed Organization.

To be a catalyst for an esteemed company that seeks growth and operational excellence. It will enable me to achieve skills and experience. Results-focused, To gain employment at your esteemed organisation.

✉ shivenpalak@gmail.com

☎ +91-9005509591

📍 C/O Arun kumar Vivek Vihar Colony, Near Kargaina Police station, 243004, Bareilly (Open to Relocate Pan India), India

## WORK EXPERIENCE

### Legal /Contract management assistant Chamber of subhash Chandra Shrivastava

08/2017 - Present

Shahjahanpur, Bareilly

### Mechanical Engineering Trainee Bharat Electronics Limited

09/2014 - 07/2015

Achievements/Tasks

— graduate apprenticeship trainee contract

### USR/Administrative Assistant Chetak logistics limited Delhi

01/2013 - 05/2013

### Supply Chain Management Intern /Digital marketing Intern

Chetak logistics limited Delhi

06/2012 - 12/2012

## ACADEMIC PROJECTS

Chetak logistics limited /Project : Designing the right model for Warehousing and services required by customers after opening of GST. (01/2013 - 05/2016)

## EDUCATION

### Bachelor of Law-LL.B

Mahatma Jyotiba Phule Rohilkhand University

07/2014 - 08/2017

### Bachelor of Technology - Mechanical Engineering

Sharda University

07/2009 - 05/2013

### Intermediate: Non-Medical Science

S K S V M Inter College

07/2007 - 06/2009

### High School :Science

JHSSP Shahjehanpur

06/2006 - 06/2007

## SKILLS

Email Marketing, Social Media Advertising

Teamwork, Decisin making

Quality Management, HR management/Strategic planning /Recruitment strategies

Administrative management/ Total Productivity Management

Benefits and compensation management /Payroll, Budgeting/Wages, salary Negotiation

Contract Management

Maintaining statistical and financial records.

Software Skills : Word, PowerPoint, Access, Excel, Microsoft Office Publisher 2007-10

## SOCIAL MEDIA SKILLS

Linked In, Naukari.com,Monster.com,Job search webs etc (01/2013 - Present)

Data mining and to connect with professionals from various organizations.

Facebook, Qoura, Instagram, Messenger etc (01/2013 - Present)

For social media connections and read articles published by various sources, people and organizations.

Gmail, Hotmail, Ymail, outlook, etc (01/2013 - Present)

For conversation, Email, contract, Information sharing, Email advertising, Product promotion etc

## CERTIFICATES

Course on Computer Concepts (11/2018 - Present)

Completed basic courses on computer concepts from NIELIT

## LANGUAGES

HINDI

Native or Bilingual Proficiency

ENGLISH

Full Professional Proficiency