

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

 C/O Arun kumar Vivek Vihar Colony, Near Kargaina Police station, 243004, Bareilly (Open to Relocate Pan India), India +91-9005509591

WORK EXPERIENCE

Legal /Contract management assistantChamber 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

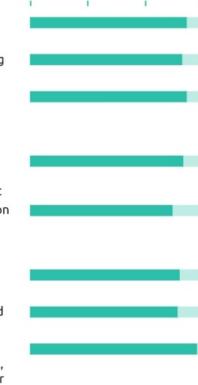
Quality Management, HR management/Strategic planning /Recruitment strategies

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