

Curriculum Vitae



Personal Information

First name/ Surname

Ambrish Srivastava

Address

40/2, Karela Bagh Colony,
Allahabad-211003, U.P. (India)

Mobile

+919161681034

E-mail

manishambrish54@gmail.com

Nationality

Indian

Religion

HINDU (KAYASTH)

Date of birth

01 Aug 1980

Gender

Male

Marital Status

Single

Career objective

To take any sort of challenging job commensurate with my ability and knowledge to perform it successfully. I would be more than eager to shoulder responsibilities, which would broaden my knowledge and scope for future development. I am able to work on own initiative or as apart of team and deal with administrative duties competently.

Skills Profile

Excellent communication and presentation skill. Able to develop Business plans and prepares sales statistic and report on local Market.

Work experience(s)

Dates

December 2007 – March 2020

Occupation or position held

Supervisor

Name and address of employer

AHUJA ELECTRICALS COMPANY LLC., DUBAI

(This is one of the well established companies in UAE, Dubai Dealing in Electrical & Building materials and have branches in **Dubai & Sharjah.**)

Job Profile

1. Organize warehouse operations and procedures.
2. Assign and monitor work with time schedule.
3. Supervise warehouse staff and duties.
4. Evaluate staff performance.
5. Coaching and disciplining staff as directed by management.

6. Managing the record of goods (Electrical Products), monitoring and record of goods sold.
7. Generating the packing lists for client's request. Making of Tally Sheets and delivery orders. Maintaining the remaining stock in warehouse.
8. Reporting updates to higher management. Perform other related duties as required.

Dates
Occupation or position held
Name and address of employer
Job Profile

December 2006 – November 2007

Market Developer

HINDUSTAN COCA-COLA BEVERAGE PVT. LTD., Allahabad.

1. Actively, identify new Customers and coordinate activities with the company to develop market.
2. Chanel team work. Develop innovative sales plan and strategies that meet business activity.
3. Explanation and description to our honored customers for the wide range of products.
4. Supply, Store and Deal with Distributor.

Dates
Occupation or position held
Name and address of employer
Job Profile

January 2005 – November 2006

Sales Executive

Tata Indicom Communications, Allahabad.

1. Sale Coin Box, Calling system.
2. Actively, Identify new customers and develop market.
3. Develop innovative sales plan and strategies that meet business activity.
4. Develop consistent Sales Presentation for your account and Provide accurate and timely sales forecast.
5. Dividing the hours, targeting the movements and estimate the result at the end of the day.

Dates
Occupation or position held
Name and address of employer
Job Profile

July 2004– January 2005

Center Manager

BRIGHT TUTORIAL INSTITUTE, Allahabad.

1. Organize Institutional operations and procedures.
2. Assign and monitor work with time schedule.
3. Evaluate teaching staff performance.
4. Disciplining students as directed by management.
5. Perform other related duties as required.

Education

Title of qualification awarded **M.B.A. (Marketing)**
Name of organisation Allahabad Agriculture Institute Deemed University (AAIDU), Ald.
Year 2006

Title of qualification awarded **B.A. (Arts graduate, Economics)**
Name of organization University of Allahabad, Allahabad-Uttar Pradesh.
Year 2003

Title of qualification awarded **12TH (Intermediate)**
Name of organisation S.K.I.C., Allahabad through U.P. Board.
Year 2000

Title of qualification awarded **10TH (Matriculation)**
Name of organization D.A.V. Inter College, Allahabad through U.P. Board.
Year 1997

Personal skills

Mother tongue **Hindi** : Understanding + Speaking + Writing

Other language **English** : Understanding + Speaking + Writing

Computer skills and competences **Operating system:** Windows 10

Utilities: Proficient in MS Office, Excel, ERP Next and other
Applications & Internet surfing

Typing: English and Hindi

Passport validity Validity 2015 to 2025

Driving license Motorcycle and LMV

Additional information

References available on Request.....