

SHRUTI SRIVASTAVA

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PROFILE SUMMARY: -

HR & Admin fresher with strong skills in MS Office and Advanced Excel, experienced in coordination and documentation, and eager to learn and contribute effectively to organizational goals

ACADEMIC & PROFESSIONAL CREDENTIALS: -

- MBA – HRM (Distance Learning) from Integral University, Lucknow in 2023
- M.Sc. (Chemistry) from Lucknow University, Lucknow in 2019
- B.Sc. from Lucknow University, Lucknow in 2017
- 12th from St. James School, CBSE with 61.4 % in 2014
- 10th from St. James School, CBSE with 8.2 CGPA in 2012

TECHNICAL SKILLS: -

- **Advanced Excel:** - Weekly/Monthly Reporting, Vlookup, Pivot Table, SumIF, CountIF, Conditional Formatting
- Microsoft Word, MS PowerPoint, MS Outlook, Knowledge of MS Teams
- Knowledge of ATS Platforms and Resume Screening & Profiling
- Salary/Payroll Knowledge
- Naukri.Com/ Glassdoor /LinkedIn Platforms Knowledge

PROFESSIONAL EXPERIENCE: -

1) MDM Academy, Lucknow

Designation: - Teaching Staff (Administration) - Contractual

Duration: Feb'22 to Feb'23 (~1 Year)

Roles and Responsibilities: -

- Maintain employee records, attendance, leave, payroll inputs, and ensure statutory compliance
- Oversee daily school administration including front office, housekeeping, transport, and facility management.
- Coordinate school events, staff meetings, training programs, and parent interactions.
- Ensure regulatory compliance with education boards and authorities

Other Details: -

- Father's name: Rakesh Srivastava
- Date of Birth: 18/06/1997
- Sex: Female
- Language: English and Hindi
- Address: Sector J, Jankipuram, Lucknow (226021)