



# Ravi Kant Srivastava

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## Experience

### **Current Job (Since February 2010)**

PR and Administration • Assistant Manager • JK Cement Ltd.

### **June 2008 – January 2010**

Senior Sales Manager • C.D.A Channel • Reliance Life Insurance Company

### **January 2008 – April 2008**

Assistant Sales Manager • Bajaj Allianz Life Insurance Company

### **July 2003 – December 2007**

District Manager • Centaur Pharmaceuticals

### **February 1997 – June 2003**

Area Sales Manager • Perfect Pharmaceuticals

## Educational Qualifications

- MBA from distance learning from IBME, Delhi.
- Graduation from C.S.J.M University Kanpur.
- Senior Secondary Education from UPMSP, Allahabad.

## Computer Literacy

- 1 Year Advance Diploma in Computer Application.
- Fluent in Microsoft Office Suite.

## Personal Details

**Date of Birth** : 12 April 1977

**Father's Name** : Late Shri G.N Srivastava

**Marital Status** : Married

**Languages Known** : English, Hindi

**Hobby** : Traveling, Reading magazines, Fitness, Work



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# Current Job Profile

## Job Description

I work as an Assistant Manager (PR & Admin) with 12+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. I possess extensive expertise in Microsoft Excel. Looking to leverage organizational and time management skills as an Administrative Assistant. I also look after the travel desk that is, booking tickets for all employees, maintaining the vendors of concerned areas.

## Key Responsibility Areas

- Maintaining proper relation between Lucknow and Kanpur both Airport offices, All Airline Offices and Security (CISF).
- Maintain the liaison between local police station electricity offices and other co related to office work.
- As an admin, looking over all the concerned areas related to facilitating the promoters and higher dignitaries. Time to time updates about major changes in concerned areas. And new activities about to them.
- Arranging Company Social Responsibilities (CSR) with different companies/local bodies as desired by them.
- Perform numerous administrative tasks as necessary, including scheduling meetings and travel, working with external vendors.
- Scheduled and coordinated meetings, appointments, and travel arrangements for supervisors and managers.
- I trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policies.
- Developed new filing and organizational practices, saving huge cost per year in contracted labor expenses.
- Maintained utmost discretion when dealing with sensitive topics.
- Managed travel and expense reports for department team members.