





SWAPNIL SRIVASTAVA

JUNIOR ASSISTANT

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

SKILLS

- Accounting
- Tally ERP9
- Diploma in DBMS
- Computer Literacy
- Audit
- Problem-Solving
- Strong Communication

EXPERIENCE

JUNIOR ASSISTANT | AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED

August 2021 - Present

Key Responsibilities:

- Accounting
- Recording, reviewing, and interpreting data to determine the effectiveness of operations.
- Examining records, reports, receipts, or other documents.
- Bidding on company's Portal
- Manage monthly account balance.

INTERNSHIP | D.S SHUKLA AND COMPANY

01 July 2019 - 02 August 2019

Key Responsibilities:

- Audit
- Accounting
- Collating, checking and analyzing spreadsheet data

EDUCATION

MAHARSHI UNIVERSITY OF INFORMATION TECHNOLOGY LUCKNOW (2018-2020)

MBA in Human Resources and Finance

ST ANDREWS COLLEGE GORAKHPUR (2015-2018)

Bachelor of Commerce

NAVAL ACADEMY GORAKHPUR (2015)

Intermediate | Commerce

NAVAL ACADEMY GORAKHPUR (2013)

High School

EXTRA-CURRICULAR ACTIVITIES

- Participated in workshop of entrepreneurship awareness camp implemented by Centre of Technology and Entrepreneurship Development
- Attended seminar of Digital Marketing.
- Certificate of Appreciation of outstanding academic performance.