



utkarshsbbk@gmail.com



+971-507881699



Dubai



10/16/1998



Indian

## EDUCATION

Bachelor of education (B.ed)  
**Mohan Lal Verma educational  
Institute**

Bachelor of Arts(B.A)  
**University of Allahabad**

M.A in Ancient History  
& Archeology  
**R.M.L.A.U University**

Diploma in elementary  
education (D.El.Ed)  
**City group of colleges**

## LANGUAGES

**Hindi** Native

**English** C1  
Advanced

# UTKARSH SRIVASTAVA

## PROFESSIONAL SUMMARY

Organised and dedicated Administrative Assistant with proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision making skills to manage multiple, concurrent tasks. Self-motivated work ethic with ability to perform effectively in independent or team environments. Skilled office worker versed in sorting, classifying and filing documentation. Easily handles repetitive, methodical work. Dedicated to helping staff with administrative needs and consistently meeting deadlines.

## SKILLS

Microsoft office (MS word, excel, power Point, outlook)	Spreadsheet management
CCC qualified	Office administration
Written communication skills. ...	Sorting and labeling
Technology skills. ...	Correspondence handling
Resourcefulness..	Data entry
Filing and data archiving	Problem-solving

## WORK HISTORY

July 2022 - June 2024

**New way Enterprises - Office administrative assistant, Delhi, India**

- Received, sorted and distributed incoming mail.
- Handled incoming calls for staff, answering questions, directing calls and documenting messages.
- Handled day-to-day office activities.

February 2018 - April 2022

**Sai group of colleges - Office manager, Lucknow, India**

- Interacted with customers professionally by phone, email or in-person to provide information and direct queries to appropriate staff members.
- Organised filing systems and maintained records and documentation in alignment with company policies and data security protocols.
- Prepared vendor invoices and processed incoming payments.

## ACCOMPLISHMENTS

- Qualified UNION PUBLIC SERVICE COMMISSION mains exam in 2023
- Employee of the year award 2022(New way Enterprises)
- Administrative Assistant Certification (2021)

## CUSTOM

Single

## PERSONAL INFORMATION

- Date of birth: 10/16/1998
- Gender: Male
- Nationality: Indian
- Visa status: Visit visa

## REFERENCE

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