

Curriculum Vitae

Name : **Ankush Srivastava**
Father's Name : **Shri Narendra Kumar Srivastava**
Mothers' Name : **Shri Mati Pushpa Srivastava**
Permanent Address : **Near Tapeswar Nath Temple Subhash Nagar
Bareilly (243001)**
Email : **srivastava.ankush32@gmail.com**
Mobile Number : **9760544626/8923712669**
Married Status : **Un-Married**
Nationality : **Indian**
Date of Birth : **30.06.1989**
Language Known : **Hindi & English (Read & Write)**

Educational Qualification:

SI. No.	Standard	School/College	Board/ University	Passing Years
1	High School	G. I. C. Bareilly	U. P. Board	2003
2	Intermediate	G. I. C. Bareilly	U. P. Board	2005
3	B.Sc.(PCM)	Bareilly College Bareilly	M. J. P. R. U.	2008

Professional Qualification:

SI. No.	Standard	School/College	Board/ University	Passing Years
1	MCA	Babu Banarsi Das National Institute Lucknow	U. P. T. U.	2012

Technical Skills:

Documentation	MS Word, Power Point
Database	M S Excel
Operating System	Windows XP, Windows 7, Windows 8, Windows 8.1, Windows 10

Others kills:

Good knowledge of Hindi typing (30wpm) and English typing (30WPM).

Professional Experience:

From	To	
July 2022	Till date	Medhaj Techno Concept Private Limited
		Position: Co-ordinator MIS
		Name of the Project: State Water and Sanitation Mission (Jal Jeevan Mission)
		Name of the Client: Jal Nigam, Baghpat
		Duties: To assist the client in office management such as 1- Well aware with E-jal Shakti portal regarding scheme id generation, Aadhar feeding, Physical progress updating, Har Ghar Jal marking. 2- Having experience in field user generation, geo-tagging of Pipe water source and physical assests, Har Ghar Jal certification and verification on E-jal shakti portal. 3- Having knowledge of updating images on JJMUP.com regarding OHT& Tubewell. 4- Preparation of various reports like Weekly Progress report & Monthly Progress report, presentation, work status report etc. 5- Submission of all relevant project progress report, budget and utilization Certificate. 6- Having knowledge of vendor generation (individuals and bulk) on PFMS portal. 7- Having knowledge of google sheets. 8- Having experience in solving queries raised on IGRS portal.
Nov 2021	July 2022	District Supply Office, Balrampur
		Position: District Co-ordinator.
		Duties: To assist DSO Balrampur, Duties are given below: 1- Disposing of works related to IMPDS scheme and regular reporting. 2- Monitoring of various works of PDS Computerization like Digitization Ration Card Management System Online Allocation Supply Chain Management Grievance Redressal and SPS Automation. 3- Solving the Problem of Fair Price Seller. 4- Typing of letter DM & DSO internal note related to technical and administrative matters. 5- Preparing the Route Chart between Fair Price Shop and FCI Godaam.

		<p>6- Creating KML file with the help of Latt & Long. And get it to the uploaded on server from the networking company (MINDA).</p> <p>7- Creating a group on the DSO login and locking it every month.</p> <p>8- Tracking vehicle.</p> <p>9- Timely monitoring of allotment and challan of Fair Price Shops.</p> <p>10- Monitoring of Closing balance of Fair price Shops.</p> <p>11- Updating the allocation and distribution of food grains of non-automated rate shops on the food distribution portal.</p> <p>12- Other technical responsibilities assigned by the department.</p> <p>13- To provide technical training to the field staff and fair rate vendors by participating in the</p> <p>14- Training programs organized from time to time.</p>
Feb 2018	Oct 2021	RITES Ltd.
		Position: Office Manager
		Name of the Project: Consultancy services for Authority's Engineer for Supervision of Rehabilitation and Upgradation to Four Laning of Baharagora to Singhara Section (km. 199.200 to km.310.806) of NH-6 (Length 111.606 Km) in the State of Odisha under NHDP Phase-IV on EPC Mode.es
		Name of the Client: National Highway Authority of India
		<p>Duties: To assist Team Leader in Office Management such as Typing of letters to Head Quarters (Client & RITES) related to technical and administrative matters. Preparation of various report & Bill such as Inspection report, Tree falling report, Utility shifting report, MIS data, Weekly Progress report, Monthly Progress report & Quarterly Progress report on portal https://datalakeg.nhai.gov.in/nhai/, Completion report, Accident report, Operation & Maintenance report(O&M) report Minutes of Meeting, Organized the meeting with Client & Monthly billing etc,as per the Contract Agreement (CA).</p> <p>Responsible for the maintenance of day to day expanses for monthly office Imprest. Proper documentation/ filling of day to day technical and financial records, maintained stationery register, leave register, project stock register etc. Processing the monthly CTA of Engineers. Dispatching and complete the miscellaneous work assigned by the Team Leader in the project.</p>

Mar 2017	Jan 2018	Mahindra Education Pvt. Ltd.
		Position: Executive Duties: To assistant Branch Manager, Duties are given below Billing, drafting, Submitting Student Fees, Conducting Test, Shifting Duties of Teachers
Aug 2012	Mar 2017	Gammon Engineers and Contractors Private Limited
		Position: MIS Name of the Project: South Guwahati West Water Supply Project Name of the Client: Guwahati Metropolitan Development Authority (GMDA) Duties: To assist Super Co-coordinator in Office Management such as 1- Preparation of various reports and uploaded on portal (Weekly Progress report & Monthly Progress report). 2- Drafting letter. 3- Filling day to day maintain record.

I solely declare that the above information submitted by me is correct to the best of my knowledge and belief.

Date: 02/05/2024

Place: Baghpat

(Ankush Srivastava)