



VICKY SHRIVASTAV

Career Objective

To obtain a managerial position where I can utilize my leadership, decision-making, and organizational skills to drive team performance, achieve business goals, and contribute to the long-term growth of the organization.

Contact

- 7814411648
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Jalandhar Punjab

Academics

Senior Secondary(12th Commerce) Govt. Model Co Education Senior Secondary School, Jalandhar (2021-22)

Matriculation(10th) Govt. Model Co Education Senior Secondary School, Jalandhar (2019-20)

Language Known

- English
- Punjabi
- Hindi

Work Experience

- Visa Filing Executive (2 Years)
Handled end-to-end visa filing process for tourist, student, and work visas.
Handled complete visa documentation and application processes
- HR Manager (2 Years)
Managed recruitment, onboarding, and employee records
Ensured HR policy implementation and compliance with company rules and labor regulations.

Skills

Technical Skills

- MS Tools (MS Word, Excel (Advance), Powerpoint)
- Operating System: Window 7, Window 10
- Internet browsing and email handling
- Designing Tools (Adobe Photoshop, Canva, CorelDRAW)
- AI Tools (Chatgpt, Perplexity, Blackbox AI)

Soft Skills

- Adaptability
 - Leadership
 - Good Communication
 - Time Management
 - Team Work & Collaborative
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