AMIT KUMAR SRIVASTAVA

Stenographer (Hindi and English)

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PERSONAL STATEMENT

Stenographer with 6 years of experience taking dictation and preparing orders, letters and pleadings in Hindi and English. Shorthand speed of 100 wpm in Hindi and 90 wpm in English, typing speed of 40 wpm in English and 35 wpm in Hindi (Unicode Mangal, Inscript and Krutidev), with NIELIT CCC.

WORK EXPERIENCE

Personal Assistant-cum-Stenographer · *Sangam Law Chambers, Prayagraj* Jan 2022 – Present

- Take daily dictation from 3 senior advocates and transcribe writ petitions, affidavits and counter-affidavits, averaging 25 pages a day.
- Maintain the case diary and hearing calendar for about 400 active matters and track listings on the High Court cause list.
- Draft and format pleadings in Hindi and English as per court filing rules, reducing returns for formatting defects to almost nil.
- Manage e-filing uploads, scanned annexures and certified-copy applications.

Stenographer (contractual) · *Kaushambi Sahkari Chini Mill Ltd, Kaushambi* Aug 2019 – Dec 2021

- Took dictation from the General Manager and typed letters, office orders and meeting minutes in Hindi and English.
- Maintained the dak (inward and outward) register and confidential file records for the GM's office.
- Prepared monthly cane-payment and crushing reports in Excel for submission to the cane department.

EDUCATION

ITI (NCVT) in Stenographer and Secretarial Assistant (Hindi) · *Government ITI, Prayagraj, Prayagraj* 2018 – 2019
Grade: 81%

B.A. in Hindi, English and History · *Ganga Yamuna Degree College, Prayagraj* 2015 – 2018
Grade: 62%

SKILLS

Hindi shorthand 100 wpm • English shorthand 90 wpm • English typing 40 wpm • Hindi typing 35 wpm (Mangal, Krutidev) • MS Word and Excel • Legal drafting format • Dictation transcription • Court e-filing

CORE SKILLS

- Accuracy under time pressure
- Confidentiality
- Record keeping
- Office correspondence
- Diary and calendar management

CERTIFICATIONS

Course on Computer Concepts (CCC) · *NIELIT* Jun 2019

LANGUAGES

Hindi · Native • English · Professional

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