

Yogesh Chauhan

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Krishnanagar, Ahmedabad - 382346

Gujarat

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ABOUT ME

- ➔ **An enthusiastic person who performs all office tasks to the highest standard and within given time lines.**
 - ➔ **Excellent communication skills in written and verbal both.**
 - ➔ **Proven electronic diary management skills.**
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Career Objective:

Seeking a position to utilize my skills and abilities in value driven corporation that offers professional growth while being resourceful, innovative and flexible.

- Coordinating office routine.
- Keeping records of office assets, staff records, etc.
- Check daily attendance register, other records, etc.
- Taking care of leave application and attendance record.
- Preparing Vouchers, Challans.
- Preparing import documents and coordinating the same.
- Inventory control of In House Assets.
- Handling Materials inward and outward, dispatch of mails and courier.
- Handling Purchase of Hardware Items
- Self-Correspondence, Sending & Receiving E-mails.
- Handling of HR F & F Process Works

EDUCATIONAL QUALIFICATION

No.	Name Of Degree	Board/University	Year Of completion	Percentage
1	S.S.C	G.S.E.B. Gandhinagar	2008	52.62%
2	H.S.C	G.S.H.E.B. Gandhinagar	2010	56.71 %
3	CCC Computer Course	Dr. Baba Saheb Ambedkar University	2011	43.75%
4	Bachelor Of Arts	Gujarat University	2017	SGPA – 4.77

PROFESSIONAL EXPERIENCE (8 Years)

April 2010 - June 2011 **(1 Year)**
Back Office Assistant and Hardware Engineer
Hp Compaq Authorized Showroom
Palanpur, Gujarat

Coordinating office routine. Keeping records of office assets, staff records, etc. Checking office cleanliness, daily attendance register, other records, etc. Taking care of leave application and attendance record. Preparing import documents and coordinating the same.

- Responsible for maintaining the records of office inventory
- Checking the availability of In House Materials and other required things and ordering for them
- Coordinating with the dealers, Suppliers and vendors Maintaining the documents record
- Responsible for checking the office's assets are in good condition. Responding the mails
- Responsible for all hardware materials which is prepared and get ready for Sale are in good condition.

July 2011 to July 2018
IT Back Office Assistant
Microlink Solutions Pvt. Ltd.
AHMEDABAD, Gujarat

- I having 7 years' Experience as a Back Office Assistant / Store Incharge in Microlink solution Pvt Ltd "A Networking & Hardwiring Solutions Company" at Ahmedabad.
- Company Deals in Networking all Types of Solutions, Sales of Networking Devices.

Coordinating office routine. Keeping records of office assets, staff records, etc. Checking office cleanliness, daily attendance register, other records, etc. Taking care of leave application and attendance record. Preparing import documents and coordinating the same. Attending phone calls. Handling inward and outward dispatch of courier. Forwarding the Relevant calls/messages to the director. Handling the fax, Internet and e-mail messages.

- Checking the availability of In House Materials and other required things and ordering for them
- Coordinating with the dealers, Suppliers and vendors Maintaining the documents record
- Responsible for checking the office's assets are in good condition. Responding the mails
- Work with Team as Passive Cabling Technician
- Work with Team as Network Passive Team Leader

July 2018 to Nov 2018

IT Back Office Assistant

Aforeserve.Com Ltd.

AHMEDABAD, Gujarat

- I having 4 Months Experience as a Store Incharge in Aforeserve.com "A Hardwiring & Desktops Solutions Company" at Ahmedabad.
- Company Deals in Desktops all Types of Solutions, Sales of Services.

Coordinating office routine. Keeping records of office assets, staff records, etc. Attending phone calls and Handling inward and outward all desktops parts & dispatch of courier. Forwarding the Relevant calls/messages to the respective team. Handling the fax, Internet and e-mail messages.

- Responsible for maintaining the records of office inventory
- Checking the availability of In House Materials and other required things and ordering for them.
- Coordinating with the dealers, Suppliers and vendors for purchasing of all hardware product & Maintaining the documents record
- Responsible for checking the office's assets are in good condition. Responding the mails

Dec 2018 to Current....

Sr. Executive in Administration

Meghmani Dyes & Intermediates LLP

AHMEDABAD, Gujarat

- ➔ **Having 2.5 Years Experience as Sr. Executive in Administration department in Meghmani Dyes and Intermediates LLP at Ahmedabad.**
- Having experience in Flights Booking, Hotel Booking, Maintain Stationary records, Vehicles Management, Housekeeping and Security managements.
- Responsible for maintaining the records of Office documents in record software
- Coordinating with the account team for all suppliers & internal documents and maintaining the records.
- Having experience in SAP to making Service PO, Capital Assets PO, Sales Invoice for Capital Assets and knowledge of making service sheet entry and GRN in SAP System.
- Responsible for managing the office Driver routing and planed for respective HOD
- Managing all office routing work in Admin Department.
- Organize social activities like Blood donation CAMP, Covid Vaccination camp etc...

COMPUTER KNOWLEDGE

- Installation of Operating Systems Microsoft Windows XP, Windows 7
- Installation of all software and computer assembling
- Having knowledge of MS Excel, Word.

PERSONAL DETAILS:

Date of Birth:	30 October 1992
Father's Details:	Chauhan Mukeshbhai J.
Gender:	Male
Marital status:	Married
Languages Known:	Gujarati, Hindi & English
Nationality:	Indian
Hobbies and Interest	Reading books, Computer & Play Cricket
Nature:	Cooperative, Positive Thinking, Soft.
Permanent Address:	93, At-Jashpuriya, Nr. Temple, Prajapati Vas, Po.- Chitrasani, Ta.-Palanpur -385010

Personal Traits:

- Highly motivated
- Ability to adapt to new environments
- Good team worker
- Quick learner

Self-Declaration:

I, Yogesh Chauhan, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Yogesh Chauhan