# Curriculam Vitae

**Himmat Chauhan**

**Statistical Assistant**

ICDS(Integrated Child Development Service),

(Ethos Hr Management) Email Id: Himmatchauhan21@gmail.com

Ahmedabad (Gujarat). Phone : **7405240465/9712109568**

### Objectives

To pursue a professionally satisfying growth and challenging career. Seeking a quality environment where my knowledge can be shared and enriched for the growth of the organization and self.

### Summary of Experience

Possessing Four and half years of experience in the field of Administration and troubleshooting are involved with multiple platforms.

### Work Experience

**(GUJARAT)**

Exp: 1 Year and 7Months (March 2019 to October-2020)

Designation: Statistical Assistant

**Job Responsibilities**

* Accounting
* Administration.
* Time keeper
* Managing Anganwadi Issues.
* Submitting daily, weekly and monthly reports to Dept.
* Co-ordination with Govt Employees and Anganwadi Workers,

**L&T DFCC Package-A Palanpur (GUJARAT)**

Exp: 1year( Nov 2017 to Nov 2018 )

Designation: Admin Asst (IR Dept.)

**Job Responsibilities**

* Administration.
* Time keeper(Vehicle management, Log sheet,labour screening etc.)
* Managing Local issues.
* Facility management
* Submitting daily, weekly and monthly reports to Dept.
* Co-ordination with Labors &Vendors,
* Co-ordination with Government Department

**Shree Brahma samaj sewa trust…(Ahmedabad)**

Total Exp: **1Year**(July 2016 to Nov 2017)

Designation: M&E officer

Job Responsibilities :

* Ngo management
* Social marketing
* Planning for health awareness campaign
* Registration process for campaign attendant people
* Field executive monitoring
* Data collection
* Etc

**Vodafone Royal marketing**

Total Exp: 3 Years (July 2012 to Oct 2015)

Designation: Computer Operator

**Job Responsibilities :**

* Sales and marketing
* Data collection
* Cash handling
* coordination with customers
* Customers query solution
* Lead generating
* Etc.

### Achievements/Contributions

* Completed **Telly Accounting course**.
* Certified **Ms office**

### Academic Qualification

***Academic:***

* Msw(Masters) from Mahatma Gandhi labor institute ahmedabad .
* B.com(Graduation) from G B Shah commerce college Ahmedabad Gujarat University .
* 12th from Pranam Vidhyalaya Sarkhej Ahmedabad.

***Technical Skills:***

* Ms office excel, word, powerpoint, etc.,
* Good at Presentation & Communication skills.

### Assets

* Hardworking, Self confident, meets deadlines on task entrusted and ample analyzing capacity.
* Takes Initiative and no additional directions are required once work is explained and assigned.
* Identifying detail tasks, schedules and time estimations (effort and duration). Able to work independently and within a team-spirited environment.
* presentation skills.

### Hobbies

* Listening to music, Playing cricket.
* Net Surfing.

### Personal Information

Father’s name : Khimjibhai Chauhan

Nationality : Indian

Date of Birth : 21-06-1993

Languages Known : Gujarati, Hindi and English

Marital status : Single

### Declaration

I hereby declare that the above information furnished is true to the best of my knowledge and belief.

Place:

Date :