**CURRRICULAM VITAE**

SandeepKumar J.Chauhan

Plot No 321, Opp, Harivilla Soc,

New Fatehwadi

Sharkhej,

Ahmadabad – 382210 Mobile no.-8866878821

Email Id: sjc54784@gmail.com

**Objective**

A Position in Master of Social Work Provides the Opportunity to make a strong contribution towards organizational through goals continued development of professional skills.

**Education**

1. **2018- 2020 Master of Social Work** from K.R. Doshi College in

Bhavnagar, Maharaj Krishnakumar Bhavnagar University

1. **2007- 2009** **Master in Arts** from, School of Social Science Bhavan in

Gujarat UniversityAhmadabad**.**

1. **2005 - 2007 Bachelor in Arts** from Government Arts College in

Gandhinagar, Gujarat University.

1. **2002 - 2005 S.S.C and H.S.C.E** from Mahatma Gandhi School, Sec-16

in Gandhinagar**.**

**Professional Experience**

**1. Company:** C-Metric

**Designation:** Process Associate

**Duration:** 21 Aug 2009 to 15 Nov 2010

**Location:** Gandhinagar

**Company Profile:** C-metric is an Information technology Enabled Services (ITES) and Information Technology (IT) company. C-metric focus on back office business process like document processing, data entry, investigative research, credit verifications, compliance procedures, title and transcription processing services.

**Responsibilities:**

1. Document preparation according to process.
2. Handle the QC in prepared document.
3. Handle the team of 8 members, in includes work assignment, timely work completions and providing training for process.
4. Perform day-to-day reporting for work.
5. Co-ordinate with TC for work flow and reporting.

**Achievement:** Awarded for High Efficiency performer for the month of February 2009.

2. **Company: Web World**

**Designation:** Back Office

**Duration:** Dec, 2010 to April, 2017.

**Location:** Ahmadabad

**Company Profile:** Web World is Computer Job work Company Web World focus on online computer job work.

**Responsibilities**:

1. Handling entire office
2. Maintain Stock in/out Register, Receivable Register
3. Check & verify expense of all staff as per their eligibility.
4. Doing online work like Pan Card, Aadharcard, Online Submission application forms of government / Private.
5. Handling petty cash.

**3. Company:** Trace Biotech Pvt Ltd.

**Designation:** office Assistant.

**Duration:** May” 2017 to May” 2019

**Location:** Siddhivinayak Tower, Makarba, Ahmadabad.

**Company Profile:** Trace Biotech is Diagnostics Company. Trace Biotech focus on Laboratory Product business like Laboratory Test Product Malaria, Dengue, and Controller (Diabetes, Hematology etc)

**Responsibilities:**

1. Maintain Stock in/out Register, Receivable Register
2. Prepare Delivery Challan & Make appropriate invoice according to purchase orders of customer from Tally ERP 9 System.
3. Timely prepare customer Quotation.
4. Check & verify expense of all staff as per their eligibility.
5. Timely telephone customer/account for payment follow-up as per their credit terms.
6. Prepare Tenders with appropriate document with the compliance and documents.
7. Maintainpayment duties of our principle companies inform office time to time by Mail in Person.

4. **Company:** Prarambh Buildcon Ahmedabad LLP

**Designation:** office Assistant. /Sales Man

**Duration:** June” 2019 to Aug”2020

**Location:** 307, 3rd floor, 3rd Eye One, Above Vijay Sales, C.G.Road,

Panchvati, Ahmedabad - 380006

**Company Profile:** Real Estate

**Responsibilities:**

1. Customer Coordinator,
2. Salas Coordinator

**5. Company:** Kameshwar Traders / Omkar Traders

**Designation:** office Executive/ Billing Work

**Duration:** Sep” 2020 to Till Date

**Location:** New T.P Road, Hebatpur, Science city,

**Ahmedabad-**380060

**Company Profile:** RCC Plant

**Responsibilities:**

1. Billing Work
2. Customer Coordinator,
3. Payment Follow-up
4. Inward outward register Update

**Compute Knowledge:-**

1. Tally ERP 9
2. MS-Office / CCC
3. Internet
4. Email, Outlook

**Personal Profile**

**Father’s Name :** Jaykumar D. Chauhan.

**Language Known :** English, Hindi, and Gujarati.

**Marital Status :** Single

**Gender :** Male

**Date of Birth :** 23rd July, 1986

Yourfaith fully

Sandeep J. Chauhan.