**CURRICULUM VITAE**

**ankit.r.chauhan**

**Email id :** ankit.chauhan1@yahoo.com

**Contact no. : 7984050542**

**CAREER OBJECTIVE:**

To work in a challenging environment that will provide me opportunities to learn and evolve both as a professional and as a personal.

**Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/university** | **Year of passing** | **Percentage** |
| DiplomaElectronic &Communication | Technical Examinations Board , Gujarat State , Gandhinagar . | May 2010 | 59.00 |
| SSC(10th) | Gujarat Board | March 2006 | 65.00 |

**EMPLOYER: HCG HOSPITAL**

**Designation:** C.I.O.D.ASSITANT (ADMIN)

**Experience:** 3Year 7Month

**Job Skills:**

* **To Manage As Supervisor Mention Above Time Duration as work criteria Entire Inward-Outward Clearing, GRN, NRGP, RGP, Tax Invoice, FIFO, Dispatch, Courier Management.Other Duties as assigned Management Below Point General scarap sale,Hostel Mnt,Lease Agreement,Check General Bill Co-ordination To interanal Department Through Submit Bill Purchase Via To Account Department.**
* Maintaining Inward Register For The Documentation Of Items Entering Into The Hospital.
* Maintaining Outward Register and Gate pass Nrgp,RG gatepss Chek and verify all The Documentation releated Of Items To Be Sent Outside ToThe Hospital.
* Checking & Recording The Item Sent Outside The Hospital.
* Checking The Item Entering The Premises Of The Hospital And Telling It With The Invoices.
* Issuing The Latter And Courier To Respective Department Of The Hospital.
* Maintening The Outward Registered Of Following The Item Issue To Individuals.
* Every need arising out of the hospital is given in purchase. Then negotiation with the vendor is done then, after the vendor is decided, they are sent to po. When the goods come, then bills or challans bring po to the context. The goods are checked by making general grn. The required handover is given by calling the required department and the bill is given in the purchase through Account by signing the Reated Deparment..Check The Quantity According To Challen And When The Bill Arrives, By Checking The Bills According To The Challen, The Bills Should Be Taken On The Signature Of The Department Manager And Bills Should Be Processed And Sent To Purchase Department

**EMPLOYER: APOLLO PHARMACY (A UNIT OF APOLLO HOSPITALS LTD)**

**Designation: PHARMACY** ASSITANT( **Purchase)**

**Experience:** 1Year 4 Month

**Job Skills:**

* Description Requisition For Material Required On The Need.
* Raise PO.Receive Material And Prepare GRN.
* GRN and Other Records To Finance And Accounts Department.
* Keep The Material Consumable In Safe State In The Space Provided.
* Prepare Bin Card And keep It Up To Date For Each Item.
* Update The Records On Receipt And Issue Of Material.
* Prepare And Maintain Priced Stores Ledger Regularly On All Material Receipt And Issue.
* Prepare List Of Slow Moving, None Moving And Dead Stock And Discuss This With Department Head.
* Prepare Rate Comparison Statements.
* Any Other Assigned Responsibility Entrusted By Senior/Management.

**EMPLOYER:Gemini communication**

**Designation:** I &C EngnIeer

**Experience:** 1year 3 Month

**Job Skills:**

* RFI Survey of BTS.
* Installation & Integration of Huwaei BTS3900, BTS3900A.
* To do Acceptance Test.

**EMPLOYER: OMEGA TELECOM**

**Designation:** I &C EngnIeer

**Experience:** 1year

**Job Skills:**

* RFI Survey of BTS.
* Installation & Integration of Huwaei BTS3900, BTS3900A.
* To do Acceptance Test.
* Solved in the Alaram Monitering.
* Site Folder preparation.
* Monitoring Network element & Trouble shooting of MEN & Transport.

VOCATIONAL TRAINING

**BSNL ( Bharat Sanchar Nigam Limited , Government )**

**Duration :** 4 months.

* As a Training Engineer worked in **C S C**  [Customer Service Center ] and switching room in plant . S D E Rural , Kosamba Unit , of BSNL , Surat

**PERSONAL DETAILS**

Full Name : Ankit.R.chauhan

Date of Birth : 01/11/1990

Age : 29 year

Gender : Male

Nationality : Indian

Languages Known : English, Hindi, and Gujarati.

Address : 13,Amarpura society DhanajiBhai na Kuwa I Pase channdlodiya,Ahmedabad

**DECLARATIONS**

I Hereby Declare That The Above-Mentioned Information Is True To The Best Of My Knowledge.

**Yours Faithfully**

**Ankit. R. chauhan**