**HARSHIT CHAUHAN**

Phone:98249-03010, 81559-06435

E-Mail: [harshitchauhan474@gmail.com](mailto:harshitchauhan474@gmail.com)

**CAREER PROFILE:**

Experienced professional with excellent banking, conference, planning, consulting, staff management, written and oral communication skills, Ability to handle multiple projects as well as apply both knowledge and expertise to achieve operational excellence and proven abilities in developing

**SKILLS:**

* Time management and coordination with staff
* Hardworking and patient personality with strong confidence.
* Train supervisor and office staff, including receptionists
* Making desk is tidy and all necessary stationary and material
* Projects such as gathering information by phone, letter, email or in person
* Planning events like board meetings & Managing documents and files
* Recording and updating databases in PC and manually
* Scheduling and coordinating meetings, interviews, events and other similar activities
* Calculation the salary & Taking a attendance report & monthly record
* Providing all hospitality and making monthly bills and calculated the bill chargers for club members
* Also taking bookings and managing events and also doing Flore supervision
* Doing calculation of monthly room income and service tax and luxury tax

**CAREER GRAPH:**

(1)Organization: VODAFONE CUSTOMER CARE

Designation: CUSTOMER SERVICE EXECUTIVE

Department: CUSTOMER CARE SERVICE

December, 2009 to July, 2010

(2) Organization: NATIONAL EDUCATION AND MANAGEMENT STUDIES

Designation: OFFICE ASSISTANT

Department: ACCOUNT DEPARTMENT

August, 2010 to December, 2012

(3) Organization: ELLISBRIDGE GYMKHANA CLUB

Designation: FRONT OFFICER

Department: FRONT OFFICE

February, 2013 to present

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM**  **PASSED** | **BOARD / UNI** | **MEDIUM OF STUDYING** | **PERCENTAGE** |
| SSC | GSSB | GUJRATI | 52% |
| HSC | GSHB | GUJRATI | 69% |
| BCOM | GUJ UNI | ENGLISH | 51% |
| SENETORY INSPECTUR | ALL INDIAN  INSTITUTE | ENGLISH | 48% |

**COMPUTER KNOWLEDGE:**

:-Basic computer skill with ms office & operating system and internet

**PERSONAL PROFILE:**

Father’s name : PRAFULLBHAI CHAUHAN

Nationality : INDIAN

Marital status : Single

Date of birth : 30/10/1991

Email : [harshitchauhan474@gmail.com](mailto:harshitchauhan474@gmail.com)

Language proficiency : English, Hindi, Gujarati

Hobbies : Travelling, Reading, Playing

Address : H/304,Silver residency, opp. St-xaviours school

Near, Haridarshan cross road, new naroda

Ahmedabad:382330

**ACKNOWLEDGEMENT:**

I declare that the information furnished above is true to the best of my knowledge

PLACE:

DATE:

Signature

Chauhan Harshit Prafullbhai