



## ANKIT CHAUHAN

### PROFILE

To build a career with an organization where I can learn and value to my profession as well as my personal skills while contributing my best towards the organization.

### DATE OF BIRTH

- 30/06/1997

### GENDER

- Male

### MARITAL STATUS

- Unmarried

### NATIONALITY

- Indian

### LANGUAGES KNOWN

- Gujarati, Hindi & English

### EDUCATION

#### MASTER OF COMMERCE (HR)

May - 2023

The M.S. University of Baroda

Waited

#### BACHELOR OF COMMERCE

May - 2021

The M.S. University of Baroda

54.80 %

#### HIGHER SECONDARY CERTIFICATE

March - 2015

G.H.S.E.B

50.00%

#### SECONDARY SCHOOL CERTIFICATE

March - 2013

G.H.S.E.B

50.00 %

### TRAINING

- I have completed the industrial training from 13/02/2023 to 20/04/2023 in HR Department as a HR Recruiter at Raviratna Motors Pvt. Ltd. in Atladara, Vadodara.
- I had also attended 3 months training programmed at ICA (Institute of Computer Accounting) from 2016 Oct, 3 to 2017 Jan, 29.
- I had successfully undergone training for a period of 1 Year from (2015 to 2016) and has handled all work related to operation and management of Cyber Café.

## CONTACT

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Near Megha Medical Store,  
B/h Air Force Station,  
Makarpura,  
Vadodara - 390014

## WORK EXPERIENCE

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- I am Presently Working with M/s Uma Enterprise, Makarpura, Vadodara - 390010 as a Customer Relation Officer and looking after System Administration, Purchase, Upkeep and Maintenance of Hardware Equipment's From Aug 2020 to till Date.
- I had worked with QUESS Corp Limited as a Sales Executive from FEB 25, 2020 to Aug 2020. & Was Exclusively Assigned Portfolio of UNITED SPIRITS LIMITED.
- I had Worked Experience at CYBER CAFE as handling all work related to Operating and Management of cyber café from 2018 July to 2020 Feb.
- I have complete 1 year and 5 month in OVERNITE EXPRESS LTD. Alkapuri from Feb 2017 to July 2018

## SKILL

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- Basic Computer (Ms. Office & Internet Surfing)
- Corel Draw
- Photoshop
- Team Leading
- Problem solving skills

## HOBBIES

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- Travelling