

# MEHULSINH CHAUHAN

## ASSITANT MANAGER

 CMEHULSINH787@GMAIL.COM

 9875174037

 AHMEDABAD, GUJARAT

 V1240839

 04/06/2000

### PROFILE

Dynamic Assistant Manager with over three years of experience driving operational excellence in the construction industry. Expertise in administrative operations and office management, with a proven ability to streamline processes and improve productivity. Skilled in strategic management and communication, fostering collaboration among team members while effectively handling high-stress situations. A commitment to maintaining confidentiality and professionalism ensures the integrity of sensitive information, while an analytical mindset supports informed decision-making and organizational success.

### EDUCATION

#### **Master of ARTS: INTERNATIONAL RELATION**

06/2024 – present | AHMEDABAD, India

School of International Studies & Diaspora, GUJARAT  
UNIVERSITY

#### **Bachelor of Commerce**

06/2017 – 09/2020 | Ahmedabad, India

Hemchandracharya North Gujarat University  
PASSOUT WITH FRIST CLASS

### SKILLS

Microsoft OFFICE

Office administration

Document management

Organizational leadership

Excellent communication

Event coordination



## LANGUAGES

ENGLISH



HINDI



GUJARATI



## CERTIFICATES

**Course on Computer Concepts — LEVEL 3**

**DOCUMENT MANAGEMENT & DOCUMENT CONTROLLER — LEVEL 2**

**IELTS — OVERALL 6 BAND**



## PROFESSIONAL EXPERIENCE

### **HARSH CONSTRUCTION**

12/2020 – 07/2024 | Idar, GUJARAT

#### ASSITANT MANAGER ADMINISTRATION

- Record keeping of all government correspondence with confidentiality.
- Negotiated contracts with third-party vendors to secure optimal pricing without compromising quality or service delivery expectations.
- Provided strategic guidance to junior team members during times of change or uncertainty, leading to improved decision-making capabilities.
- Handled sensitive information with discretion, maintaining confidentiality of company documents and personnel records.
- Managed high-stress situations effectively, maintaining professionalism under pressure while resolving disputes or conflicts.
- Streamlined department processes by implementing efficient administrative systems.
- Maintained an organized office environment with proper inventory management, ensuring that all supplies were readily available for staff use..
- Optimized department workflows to maximize productivity while maintaining accuracy in task completion.
- Streamlined administrative processes by implementing efficient systems and organization strategies.
- Maintained open lines of communication with upper management to provide regular updates on operational progress and challenges faced by the team.
- Collaborated with team members to complete projects on time and within budget constraints.