

MEHULSINH CHAUHAN

ASSITANT MANAGER

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📅 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.