

Curriculum Vitae



Vikram Chauhan

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OBJECTIVE

- To serve an organization where I will work with my knowledge, innovative ideas, utmost and honesty and above all prove myself the real strength of organization.

WORK EXPERIENCE

- Two Year experience as Data Entry Operator in Govt. School of Delhi Govt. On Contractual basis.
- One Year experience in Opulent Projects United Limited a visa application centre for Kuwait as Office Assistant/PRO.
- 4 months experience in GTB Hospital, New Delhi as Data Entry Operator since Twenty Eight April of 2018 under WHO/Govt of India Project. **The Project has been expired on 30/08/2018.**

KEY RESPONSIBILITY

- AS Data Entry Operator handling all computer related work in a Delhi Govt. School like drafting letter, maintenance of file, replying of email, feeding data or editing data in school official portal Govt. School of Delhi Govt.
- As Office Assistant/PRO verifying passports and all other related documents before sending to embassy, checking all mails in outlook and replied, maintenance of files, maintain all data in excel, going to embassy for submitting passport/VISA for stamping, dealing with agents/clients for developing business in Opulent Projects United Limited.
- In GTB Hospital as Data Entry Operator I am responsible for Data entry and management of data. I am responsible for providing support to project office operations performing a variety of standard administrative duties including typing of official documents ensuring high quality and accuracy of work. Keeping track of projects with updated and report

EDUCATIONAL QUALIFICATION

- Passed secondary school examination from CBSE In 2006.
- Passed senior secondary school examination from CBSE in 2008.
- Passed graduation in B.A. (Hons) Political Science from Dayal Singh Evening College, Delhi University in 2011.

COMPUTER SKILLS

- Ms-office certificate course.
- Good knowledge of computer basic & internet.
- Typing speed 50 w.p.m.

AWARDS AND ACHIEVEMENTS

- Was the President of the Dramatics wing, Dayal Singh Evening College (2010-11), Delhi University.
- Have received many certificates and prizes in street play and other theatre competitions at University level.

PERSONAL SUMMARY

- I am very organized in my task and responsibilities assigned to me. This helps me to do my work effectively and efficiently.
- Handling multi-tasked responsibility at the same time.

OTHER DETAILS

Date of Birth : 1st February 1990
Father's name : Late. Darshan Chauhan
Marital status : Single
Languages known : English, Hindi
Hobbies : Watching movies, Listening songs and Reading General Studies.

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

Date...../...../.....

Vikram Chauhan