

ASHISH SINGH CHAUHAN

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Career Objective:

To obtain challenges and responsible position in an organization where I can effectively contribute in the growth of organization using my abilities and skills and further improving my personal and professional skills.

SUMMARY OF QUALIFICATIONS

- A highly organized and detail-oriented Executive Assistant with over 18 months experience providing thorough and skillful administrative support to the senior executives.
- Dedicated and focused; able to prioritize and complete multiple tasks and follow through to achieve project goals.
- An independent and self-motivated professional with excellent research and writing skills; able to grow positive relationships with client and colleagues at all organizational level.
- Computer skills includes: MS Word, Excel, PowerPoint, Basic knowledge of internet.

PROFESSIONAL EXPERIENCE:

Krishney Trading, New Delhi- 110085

Joined Family business for helping my brother from Sept, 2015 to till date.

Joule Infrastructure Pvt. Ltd., New Delhi- 110024

Administrative Assistant From 15 Feb, 2013 to Aug, 2015.

Work Responsibilities:

- Meeting and Greeting the clients and visitors to the office.
- Ensuring the Smooth Functioning of the office and day today activities.
- Preparing the Daily, Weekly and Monthly MIS Reports such as machinery report, diesel consumption report.
- Handling and co-ordinating with the sub-contractors for the smooth function of the site.
- Making Extensive research on competitors and business rivals.
- Creating and maintaining the purchase orders and invoice.
- Creating and modifying the documents using the Microsoft Office.
- Updating and maintaining the attendance and salary sheets of the employees.
- Handling the incoming and outgoing calls and correspondence and filing.
- Organising Business Travels, Itineraries and accommodation for the Managers.
- Monitoring inventory, office stock and ordering supplies as per requirements.
- Preparing letters, agenda, MOM and agreements for the for the different corporate communication.
- Preparing bills and doing reconciliation of the bills submitted by the contractors and vendors and processing the same for the payments of the same.
- Acting as a support to the HOD's of different departments of the organization.
- Coordinating with the contractor's, vendors and to the different departments of the organization of the departments of the organization for the smooth functioning of the company.
- Handling Liaisoning on behalf of the organization and doing negotiation with the contractors and vendor.

MBD ALCHEMIE (P) LTD., New Delhi-110002

Executive Assistant to Vice President from 8th November, 2012 to 8th Feb, 2013.

Work Responsibilities:

- Coordinating and setting up high level conference calls, board and management meetings, Special Events and travel arrangements for top Executives.
- Conducting extensive internet research on competitors, and reporting findings to the Vice President, maintaining contact databases.
- Updating and maintaining calendar for the meetings.
- Answering a high volume of incoming calls and in-persons queries from clients and colleagues; treated each person with respect and providing information and referrals.
- Coordinating in the preparation of reports and Presentations for the meetings.
- Handling incoming mails and outgoing mails of the vice president.
- Acting as a coordinator for the book designer team allotting works to the team according to their ability.
- Managing content for the books to be published.
- Coordinating with the Authors for managing content for the books.
- Preparing bill and arranging payments to be paid to the Authors.
- And also responsible for the smooth functioning of the Organization.
- All other official work allotted by the Vice President.

RR Investors Retails pvt. Ltd., Jhandewallan, New Delhi-110055

Personnel Assistant to the Director from 1st August, 2011 to 31st October, 2012.

Work Responsibilities:

- Handling Incoming and outgoing mails.
- Scheduling meetings for the boss.
- Updating and maintaining calendar for the meetings.
- Acting as a smoke screen of the director
- Making travel arrangements for the boss.

- Handling incoming mails and outgoing mails of the vice president.
- Conducting extensive internet research on competitors, and reporting findings to the Director, maintaining contact databases.
- Arranging conference calls and meetings.
- Answering a high volume of incoming calls and in-persons queries from clients and colleagues.
- Updating clients for the upcoming products by sending mails to them.
- Preparing MIS Report on Excel.
- Updating contact list of the director.
- Maintaining files for each investor who invests by taking the consultation of the director.
- Coordinating with the all levels of the organization for the smooth functioning of the business.
- And all other official work allotted by the director.

Educational Qualifications:

Graduation:

- Completed B.com (program) in 2014 from SOL (Delhi University).

Academic Qualification:

- Class 10+2 from Mother Divine Public School, Rohini, Delhi, Affiliated to CBSE in 2010.
- Class 10th from Mother Divine Public School, Rohini, Delhi, Affiliated to CBSE in 2008.

Extra Curricular Activities:

- Used to take part in Social Activities.
- Taking parts in Games and other Activities.

Strength :

- Hard Working.
- Ready to accept responsibility.
- Can survive in any environment.
- Good leadership Quality
- Dedication (High Commitment Level).

Personal Details:

Father's Name	:	Late Mr. Rakesh Singh
Mother's Name	:	Mrs. Rajni Chauhan
Date of Birth	:	2 nd December, 1990
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Language	:	English & Hindi
Hobbies	:	1. Playing cricket and other Out Door Games. 2. Listening Music & watching Movies.

Date :**Place: New Delhi****(Ashish Singh Chauhan)**