

# **CURRICULUM-VITAE**

## **VIVEK CHAUHAN**

ADD:- RZ-212 Raghu Nagar  
Pankha Road, Opp. Janak Cinema  
New Delhi-110045  
Contact No:-9971502894  
E-mail id:- [vivekchohan2@gmail.com](mailto:vivekchohan2@gmail.com)

## **Career Objective**

Aiming to achieve challenging and professional position where I can make a significant contribution to the organization into the form of my dedication by using all my skills and knowledge.

## **Academic Qualification**

- 10<sup>th</sup> Passed from CBSE Board in 1995.
- 12<sup>th</sup> Passed from CBSE Board in 1997.
- B.A. Passed from Delhi University in 2001.

## **Technical Qualification**

- Have done Mechanical Draughtsman course from L.H.R Gupta ITI, Narela, Delhi – 40

## **IT Skills**

- Autocad 2009, 2011, 2014,
- MS Word, MS Excell, Corel Draw.
- Power point, Internet.

## **Professional Experience**

- **Current Employment** : Softline Studio Services  
Lajpat Nagar, New Delhi from Dec 2019 till now.  
**Designation** : Tender Executive  
**Work Profile** : **As a Tender Executive** : Tender searching on tender portals i.e e-procurement system, Government e-procurement system, Government e-marketing. Documentation , tender submitting offline & online.
- **Previous Employment** : Mansarovar Industrial Corporation,  
Moti Nagar, New.  
**Working Period** : From Dec 2015-July 2019.  
**Designation** : Interior Designer & Tender Executive

**Work Profile** : **As a Interior Designer** : Doing site visits, taking measurements, making layout plans & isometric drawings according to measurements, making BOQ taking approvals from clients.  
**As a Tender Executive** : Tender searching on tender portals i.e e-procurement system, Government e-procurement system, Government e-marketing. Documentation , tender submitting offline & online.

- **Previous Employment** : N. K Gupta Enginnering Consultant Pvt. Ltd  
Lajpat Nagar, New Delhi from Jan 2014-Nov2015.
- Working Period** : From Jan 2014-Nov2015.
- Designation** : Mechanical Draughtsman
- Work Profile** : Making machine layout plan, isometric drawings  
3D drawings, making machine flow chart.
- **Previous Employment** : Manjeet Engineering Pvt. Ltd. ,Mayapuri,  
New Delhi.
- Working Period** : from Feb 2011 –Sep 2013.
- Designation** : Mechanical Draughtsman
- Work Profile** : Making working drawings, Quality checking,  
Store keeping, keeping records on MS Excell.

### **Personal Details**

Father's Name :- Late Sh.B.B.S.Chauhan

Date of Birth :- 27<sup>th</sup> Aug,1979

Marital Status :- Married

Nationality :- Indian

Language Known :- English and Hindi.

Place:-New Delhi

Date:-.....

(Signature)