RESUME

***Deepti Chauhan***

# Deepti Chauhan D/O Mr. BalrajSingh

**Village-Kaziwala, Post-Nagina, Tehseel-Nagina, District-Bijnor (U.P.) Contact No- +919119715078**

# [Email:Deeptichauhan332@gmail.com](mailto:Deeptichauhan332@gmail.com)

**CAREER OBJECTIVE**

The most important aspect of my personality is my positive attitude towards life openness, towards

Learning new skills & my ability to work hard in adverse circumstances to meet the targets without

Losing patience & within the time limits. I am looking for the position of MIS Executive.

**ACADEMIC QUALIFICATION**

* **H.S.C** passed from **U.P. Board** in 2011 with the **science** group securing 65% marks.
* **Sr. Sec.** passed from **U.P. Board** in 2013 with **Physics, Chemistry & Mathematics** securing 62% marks.
* **B.**sc (Computer Science) specializing in **C and C++** with 62% marks from **M.J.P. Rohailkand University, Bareilly** (03 years Graduation Degree Course passed in 2016)

# TECHINCAL SKILLS

* + MS Office
  + Advanced MS Excel
  + Power BI
  + Database Management

# JOB EXPERIENCE

**Working with Ratan Fine Industries as an Office Assistant Head Office Noida (U.P.) from January 2021 till January 2022**.

**JOB PROFILE**

* Keeping an inventory of office supplies and ordering new material as needed.
* Dispatch Stock to the Sales Team on daily basis.
* Assisting and Coordinating with the Sales Team
* Taking Cash Collection from Sales Team, distribute their Commission on a daily basis
* Light Accounting Duties

# JOB EXPERIENCE

**Working with Afforestt Eco Services Pvt. Ltd. as a Personal Assistant of Founder & Director of the Company and also an MIS Executive from January 2022 till date.**

**JOB PROFILE**

* Coordinate and oversee all office activities
* Oversee the members of the administrative team and coordinate their activities
* Handling incoming calls and other communications.
* Updating paperwork, maintaining documents, and word processing.
* Performing general office clerk duties and errands.
* Arrange business meetings.
* Email Handling.
* Create a sales dashboard and revenue dashboard.
* Maintain all the details regarding Project in the excel format.

# JOB EXPERIENCE

Previously Worked in P.D.M Convent School Puraini (Dhampur) as a Back Office Executive for three years (2016 -2019) and having completed a three-month internship in Digital Marketing in Designtech9Studio Gurugram, Haryana.

# Personal Criteria

**Father’s Name :** Mr. Balraj Singh

**Date of Birth :** 09-10-1996

**Language Known :** Hindi and English

**Marital Status :** Unmarried

**Place:** Kashipur **DEEPTI CHAUHAN**