Chauhan Dhruv

+91 8320541183 dhruv8711107@gmail.com. Rajkot, India 360007

|  |  |
| --- | --- |
| Summary | Industrious administrative team member with proven organizational, time management, and multitasking abilities in settings. Consistently seeks ways to increase office efficiency and boost team productivity with exceptional clerical support. Skillfully manages records and financial processes. |
| Skills | * Clerical SupportMail handling * CSS, HTML * HTML Programming * Fluent in C, C++, C# * Project Planning * Office Administration * Call handling |
| Experience | 09/2023 Current  Office Assistant, Xpressbees, Rajkot, India |
| Education And Training | ⚫ Greeted visitors in a professional manner and provided assistance when necessary.  . Assisted in onboarding new employees by providing orientation materials and training resources.  Managed inventory of office supplies and placed orders when needed.  . Answered phone calls and directed them to appropriate personnel. • Provided administrative support to multiple departments as needed.  Expected in 07/2025  **Bachelor Of Computer Applications, Web Development Atmiya University** |
| Accomplishments | ⚫ Reduce, reuse, recycle (2nd rank in university) |
| Languages | Gujarati: First Language  English: Intermediate (B1)  Hindi: Intermediate (B1) |
| Certifications | * Tally prime * Digital Marketing (Google digital unlocked) * Data entry * Remote sensing and Gis for Environment studies(ISRO) * python for beginner * C# intermediate |