

# CURRICULAUM-VITAE

## SACHIN CHANANA

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### Permanent Address

**254/4A, Railway Officers Enclave,  
Punchkuian Road, New Delhi-110001**

## OBJECTIVE

To work for an organization, gives an opportunity to grow and nature. Professional and carve a niche in every assignment. I undertake to ensure further growth of the organization.

## ACADMIC PROFILE

Qualification	Board / University	Year
High School	CBSE Board	2007
Intermediate	NIOS Board	2010
Graduation	Delhi University	2013

## TECHNICAL PROFILE

- Stenographer-English
  - Typing Speed – 35-40 w.p.m
  - Shorthand – 90-100 w.p.m
- Computer Knowledge
  - Good knowledge of Computer, Software & Hardware.
  - Good command over MS-Office, Excel, Internet and other useful applications.

**WORK EXPERIENCE-****(Feb'13 – Till Date)****4.5yrs+**

- **Currently working in Glaze Trading India Pvt. Ltd. from Jan'17 till date as Executive/Personal Assistant to General Manager (approx. 1yr)**
- **Worked with Fason World Travels Pvt. Ltd. from Oct'15 to Jan'17 as a Personal Assistant to Managing Director (1.3yrs)**
- **Worked with Destiny Homes as an Personal Assistant to Chairman from Feb'13 to Sept'15. (2.5yrs)**

**JOB RESPONSIBILITY**

- Coordinating meetings & organizing daily calendar
- Filter incoming calls and E-mails
- Scheduling conference calls through skype and initiating the call.
- Making travel reservations, hotel bookings etc.
- Taking minutes of all meetings and keep a record of all important discussions.
- Reminder for medicines, insurance & other useful personal tasks.
- Proper following up on daily/monthly bills like mobile bill, electricity bill, insurance, credit card payment and others.
- Handling all other official/personal work with a good protocol.

**PERSONAL PROFILE**

<b>Father's Name</b>	Mr. J.S.Chanana
<b>Date of Birth</b>	15 <sup>th</sup> June 1991
<b>Gender</b>	Male
<b>Hobby</b>	To listen Music and playing Badminton
<b>Nationality</b>	Indian
<b>Known Language</b>	English, Hindi & Punjabi
<b>Marital Status</b>	Unmarried
<b>Birth Place</b>	Delhi
<b>Religion</b>	Hindu

**Present Address**

**254/4A, Railway Officers Enclave,  
Punchkuian Road, Connaught Place,  
New Delhi-110001**

**DECLARATION**

I consider myself familiar with advanced information technology. I am also confident of my ability to work in a team to make myself one of the best asset of the company.

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

**Date:**

**Place:**

**SACHIN CHANANA**