**CURRICULUM VITATE**

**JUHI CHAND**

Sector 3, Vaishali

Ghaziabad, U.P.

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**OBJECTIVE**

To work in learning& challenging environment, utilizing my skill & knowledge to be the best of my abilities & contribute positively to my personal growth as well as growth of the organization.

**PROFESSIONAL SUMMARY:**



Presently working in a Real Estate Builder & Broker firm.

Company: D2DHomes Pvt. Ltd. Sector 5, Vaishali, Ghaziabad.

Position**: MIS CUM Back -End Executive**

Period of experience**: 2016 - present**

**Work Description**:

1. Creation of MIS & DSR of properties.
2. Maintenance of property inventory in excels.
3. Verifying property details.
4. Listing properties in real estate portals, Checking/Riveting Mails, MSG Shoot & E-Mailer.
5. Good Data Management and Analytical skills.
6. Inter-departmental co- ordination.
7. Inter-departmental monitoring, supervision and follow ups.
8. E-mail Management.

**TECHNICAL EXPERIENCE:**

* **Operating System**: Windows XP, 7,8,10.
* **Languages**: MS Office Tools.
* **Database:**  MS Excel (V-lookup, H-lookup, Pivot Table, Macros), MS -Access, SQL 2008.
* **Web Tool:** HTML
* **Typing speed**: 138cpm.

**KEY SKILLS/STRENGHT**

* Ability to work under pressure & under deadlines.
* Good verbal & communication Skill.
* Good team player.
* Self-motivated & hardworking.
* Quick learner.
* Positive attitude
* Zeal to learn & alive to responsibility
* Adaptive in nature

**PROJECT EXPERIENCE:**

* **Generated Sales leads for Nikunj Developer Builder (delivered project-2017),Indirapuram,Ghaziabad.**
* **Generating Sales leads for Nikunj Developer Builder (under construction-2018),Vaishali,Ghaziabad.**
* Work done on **redesigning** ATVERSE TECH company web sites, New Delhi.
* Work done on **designing** AMPHIBAIAN INFOTECH company web sites, Chandigarh.
* Final semester Project as Part of the B.tech Curriculum.

Project name**: “Railway Information System” based on PHP**

Description: The powerful mixer of web service & mobile service that enhances railway services & provide customer service.

Module: Designing and connectivity of web pages and manipulation of database

* Mini Project as Part of the B.Tech Curriculum

Project name:” Customer **Relationship Management” based on PHP**

Description: The system which provides services to the customer by solving their problem related to technology.

Module work: Worked on CCRM and resource gathering by call center type of CRM.

Project module: Implementation coding n database connectivity.

* Final semester Project as Part of the Diploma Curriculum.

Project name**:” Student Result Information system” based on PHP**

Description: The useful application for generating, creating & displaying students result.

Module: Designing and developing web pages.

**CERTIFICATIONS:**

* 1 month training on Interrupted Keyboard from **HCL Info systems Limited, Rudarpur**.
* 6 months internship on Customer Relationship Management from **Quattro Pvt. Ltd, New Delhi**.
* Attended workshop in Ethical Hacking & Information Security Conducted by Kyrion Digital Securities, Haldwani.
* 6 months training and internship on ASP.NET from **Atverse Tech., New Delhi.**

**EDUCATION QUALIFICATION:**

1. **Graduation (B.Tech)** in Information Technology in **2013** with **74.4%** from Amrapali Institute of Technology & Science, Haldwani, Uttarakhand.
2. **Diploma** in Information Technology in **2009** with 72.1% from Government Polytechnic Nainital, Uttarakhand.
3. **10th Class** in CBSE Board in **2004** with **55%** from M.V.M.School, Haldwani, Uttarakhand.

**HOBBIES:** Travelling, Listening Music, Reading Friction & Drama Novels, Singing.

**PERSONAL INFORAMTION:**

NAME: Juhi Chand

DOB: 2nd Jan 1989

MARITAL STATUS: Single

LANGUAGE: English, Hindi.

PERMANENT ADDRESS: Chaddayal Nayabad, Kusunkhera Road, Haldwani,

Distt. Nainital, Uttarakhand.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

(JUHI CHAND)

DATE: PLACE: