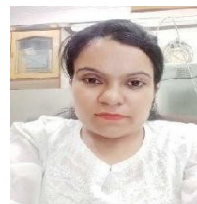


Curriculum Vitae



Chander Lekha

Email: chanderlekhachouhan@gmail.com

Mobile (India): +91-9541667960

Objective

- Seeking opportunities to utilize my skills, knowledge and grow professionally and gain experience while enhancing the team productivity and reputation.
- Sharp analytical skills.
- Believe in planning.
- Hard working.
- Time Management Skills.
- Good Listener & Cooperative.
- Ability to adopt in any situation.
- Self-believer and confident.
- Good Team Leader.

Software Skill

- ❖ **Good Knowledge and Skills of Govt. Procurement Procedures like Def-Procurement, e-Procurement and Govt e-Market Place (GeM).**

Tech Mahindra

June 2022-Till Date

Designation: Associate Customer Support

- Customer Query Resolution
- E-mailing
- Returns

Aman Technologies, Jammu.

Mar 2019-Dec 2019

Designation: Inside Sales Manager Roles & Responsibility

- GeM
- Sales Incharge
- Stock Management
- Customer Handling
- Operation (MIS, Filing)
- Daily Reports
- Payment tracking

Designation: Customer Relationship Manager**Roles & Responsibility**

- New Vehicle Penetration/Insurance Coordinator.
- Managing Tele Callers.
- Handling Core Data.
- Maintenance of Accounts.
- Customer Handling.
- Event Organization.
- Operation (MIS, Filing, Pay out reconcile).
- Daily Reports.
- Claim handling.

Education

Examination	University/ Board	Institution	Year	Division
MBA (Applied Management)	Annamalai University	NIS ACADEMY	2009-2010	First Division
B. A	Jammu University	GCW Gandhi nagar	2006-2008	Second Division
10+2	Jammu & Kashmir Board of School Education, Jammu	GHSS Canal Road	2006	First Division
10th	Jammu & Kashmir Board of School Education, Jammu	Coop public Hss Deeli Jammu	2003	First Division

Project

Project Title Description: Product Positioning and Market Penetration of All Telecom Companies.

Achievements

Awarded two times for the Best Employee of the year while working in Shree Toyota.

Co-curricular Activities

- **NSS**-Developing Communication and Crisis Management Skills.
Basic Civil Defence.

Hobbies

- Cooking, Going Amusement Park, Badminton.

Personal Memorandum

Father's Name	:	Lt. Sh.kuldeep Chouhan
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	English, Hindi.
Present Address	:	B-3, Block-B, Sec-26, Noida, Uttar Pradesh

Declaration

I Hereby declare that all the details furnished above are true to the best of my knowledge.

Date:

Place: Noida

Chander Lekha