

CURRICULUM VITAE

Mohit Chauhan

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Objective Career

Seeking a Secretarial position (**English Stenographer/Personal Assistant/Executive Assistant**) where my excellent communication skills, professional knowledge and organizational abilities that may be helpful in contribution to the development of the organization with impressive performance.

Professional Experience

- ❖ Currently working with **Euclod Data Solutions** as an **Executive Assistant** since June, 2022.
- ❖ Previously worked with **RSA Legal Solutions** as an **Executive Assistant (English Stenographer)** (deals in Direct and Indirect taxation) in Gurugram, Haryana from February-2021 to June-2022.

Roles & Responsibilities as an Executive Assistant/Stenographer (English)

- ❖ Taking and transcribing legal dictations in **English Shorthand (85-95 wpm speed)**, Minutes of Meeting and taped records of conferences, settlement discussions or interviews.
- ❖ Responsible for the routine office management of company files, e-mails correspondence and timely report to the company management.
- ❖ Responsible for letter drafting and proofreading various legal and industrial documents, including emails, reports, presentations, and memos.
- ❖ Proofreading and correcting prepared materials for correct grammar, spelling, punctuation, format and content.
- ❖ Administrative tasks that includes managing MD's calendar, scheduling appointment, arranging meetings and coordinating travel arrangements on behalf of management

team.

- ❖ Screening phone calls, handling correspondence and managing email communications on behalf of the CEO & COO of the company.
- ❖ Assisting in preparing agendas, taking meeting minutes in English Shorthand and transcribing the same in word format.
- ❖ Co-ordinating communication between different departments of the company and external stakeholders.
- ❖ Providing assistance to the company management on various projects and initiatives, this involves conducting research, gathering data, and preparing reports or presentations to support decision making processes for the smooth operation of administrative functions.
- ❖ Travel & Fleet management, hotel & resorts booking, issuance of passport, VISA, travel tickets bookings (Air fare, Train travel etc.).
- ❖ Act as a liaison between company MD and internal/external stakeholders in administrative department. Building and maintaining professional relationships, as well as managing expectations and communications between the organization.
- ❖ Organizing company events, conferences, or special projects that comes up in line with the organization that includes coordinating logistics with external vendors, managing invitations, and overseeing event related activities.
- ❖ Managing Conference calls, dial in details to the concerned management team.
- ❖ Hour Billing, preparing Invoices & coordination with clients.
- ❖ Proactive follow ups on billing and payment of Clients before the due date.
- ❖ Facilitating new joiners and interns, allocation of workstation, intercoms, laptops & other requirements, facilitating exit employees' formalities
- ❖ Approval & processing payables for utility Bills.
- ❖ Maintenance of attendance sheets of Team and leave record.
- ❖ Maintaining expense sheets for office management.
- ❖ Maintaining confidential records, sensitive and confidential information related to company.

Professional Skills

- ❖ Typing speed in English - 40-50 wpm
- ❖ English Shorthand speed - @ 85- 95 wpm
- ❖ Command on Legal, Industrial and Parliamentary Content in English Shorthand.

Keys and Strengths

- ❖ Strong organizational skills to handle multiple tasks.
- ❖ Managing deadlines, Proactive approach.
- ❖ Accuracy and attention to detail.
- ❖ Good Presentation.
- ❖ Time management.
- ❖ Good Knowledge of clerical work.

Academic Qualification

- ❖ Pursuing Master of Arts in English from Indira Gandhi National Open University (IGNOU).
- ❖ Graduate (Bachelor of Arts in English) from Indira Gandhi National Open University(IGNOU) passed in 2019, New Delhi.
- ❖ Passed Intermediate with 68.40% from Board of Education, Uttarakhand in 2011
- ❖ Passed High School with 66.67% from Board of Education Uttar Pradesh in 2009

Personal Details

- ❖ Language: Hindi, English.
- ❖ Nationality: Indian
- ❖ Total Experience: 3 years
- ❖ Permanent Add. - Rampur (Uttar Pradesh)
- ❖ Currently residing in: Sec 48, Gurugram
- ❖ Ready to Relocate in: Delhi NCR

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief. If given a chance, it will be my endeavor to perform my duties to your satisfaction and for the betterment and progress of the organization.

Place:_____

Signature of the Candidate

