# CURRICULUM VITAE

**Sukhbir Singh Chauhan**

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# JOB OBJECTIVES

A suitable position in an Organization of repute with proper scope of development and personal growth.

# WORK EXPERIENCE

*Experience of over 15 years (2 years as office co-coordinator i.e. from May 2005 - Feb 2007 and having 13-year experience as a Senior Associate from February 2007 – March 2020)* and worked as facility shift In-charge/office coordinator in dell Technologies from 02 April 2020 to 20th October, 2020. Currently working part time job in Income tax office as executive from 30th Aug, 2023 to till date.

**EXL Service.com (I) Pvt. Ltd., Senior Associate, re-joined** on9th November 2021– 31st July, 2022.

**Self Employed:** 21st October, 2020 to 8th November 2021

**Dell Technologies, Gurgaon,** 02 April 2020 – 20th October 2020.

* Preparing stock Audits Across site.
* Taking Compliance audits for all the venders.
* Transport Interaction report
* Cafeteria sales report-Weekly report.
* Daily Proactive Round (For DMR)

**EXL Service.com (I) Pvt. Ltd., Senior Associate,** February 2007 – March 2020.

* Work on high level customer complaints & queries regarding the gas & electricity usage (UK customers).
* Resolve the onshore escalations within timeframe. Also, give process training to new associates.
* Provide floor support to other team members to help them achieve their targets.
* Send the daily clearance report to client.
* Work on projects assigned by client (corporate billing, validating customer data, alignment and updating industry systems etc.) and analyzed the data for those projects.

**M/s Planner India Architect Pvt. Ltd., Office Coordinator** from May 2005 –February 2007.

* General correspondence with clients.
* Drafted official correspondence (Placing order, Tenders, MOM etc.)
* Managed administrative work including travel & hotel bookings for the owner of firm.
* Plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a proper manner.
* Ability to develop and maintain record keeping & cooperative work environment.
* Bank Dealings.

# EDUCATIONAL QUALIFICATION

* 2005 B. A. (Pass) from Delhi University.
* 2000 Senior Secondary Education from C.B.S.E.
* 1998 High School Education from C.B.S.E.

**PROFESSIONAL QUALIFICATION**

* Diploma in Computers (Basic & Intermediate) from ET & T, South Extn Part –II, Delhi having proficiency in basic and intermediate computer applications.
* Six months (Certificate in Computing) from IGNOU, Maidan Garhi.

# PERSONALITY TRAITS

* Adaptable to teamwork environment.
* Hard working and dedicated.
* Team player and capacity to work well under pressure.
* Urge to learn new skills and technology and the ability to adapt to them quickly.

# PERSONAL DETAILS

Date of birth : January 9, 1983

Father’s Name : Late. Sh. Gopal Singh Chauhan

Mother’s name : Mrs. Mohani Chauhan

Marital Status : Married

**(Sukhbir Singh Chauhan)**