



chandanchauhan68@gmail.com



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Dubai, United Arab Emirates



Indian

## EDUCATION

03 Year Diploma in Electronics and Comms Engg.,  
Communication Systems,  
Electronic Devices  
**Govt. Polytechnic College ,**  
Uttarkashi , India  
June 2018

## LANGUAGES

**Hindi:** Native

**English:** C1  
Advanced

**Punjabi:** B2  
Upper intermediate

**Bhojpuri:** C1  
Advanced

# CHANDAN CHAUHAN

## PROFESSIONAL SUMMARY

Outgoing and friendly Receptionist offering dynamic client engagement. Excels in calendar management and scheduling, data entry and database administration. Organised and dependable Reception Security with more than 02 years of experience. Successful at managing multiple priorities with positive attitude. Willing to take on greater responsibilities to meet team goals.

## SKILLS

- Customer and client relations
- Multitasking and prioritisation
- Professional and smart presentation
- Access control
- Security understanding
- MS Office
- Data entry
- Record-keeping and bookkeeping
- Email management
- First Aid Knowledge
- Knowledge of optical fibre

## WORK HISTORY

October 2021 - Current

**Emirates Group security/Transguard Group LLC. - Security receptionist**, Dubai, UAE

- Issued visitor and contractor passes and recorded visits on security system.
- Collected and distributed incoming mail, employing strict confidentiality throughout.
- Monitored building security, updated logs and issued visitor badges.
- Kept reception area clean and organised to uphold professional office reputation.

June 2020 - September 2021

**HDFC Bank - Debt collection officer**, Dehradun, India

- Offered debtors assistance with payment planning.
- Analysed financial information to develop and implement appropriate collection initiatives.
- Stored customers' information securely to maintain confidentiality.

August 2018 - April 2020

**Om Sai electronics - Manufacturing engineer**, Dehradun, India

- Monitored evolving construction and production technologies for continued capability
- Supported project managers in onboarding high-performing construction and delivery teams.

May 2014 - May 2015

**Bharti Airtel Limited - Retail sales executive**, Dehradun, India

- Maximised brand visibility and awareness by implementing store merchandising initiatives and maintaining optimal stock levels.
- Researched and applied proven marketing techniques to drive sales.
- Monitored display stock levels, replenishing for consistently well-stocked sales floor.

## CERTIFICATIONS

- Internship in Optical Fibre Cable :- **BSNL, Dehradun**
- Debt Recovery Agent (DRA) Course :- **HDFC BANK**