

Amit Chauhan

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CAREER OBJECTIVE

Seeking a career that is challenging and interesting and lets me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives

SKILLS

I have very good organizational and time management skills, but my greatest strength is my ability to effectively handle multiple projects and deadlines.

EXPERIENCE

Jan-2007 - Oct-2009

Coordinator

Work in (NGO) Mitra sanstha association

As a coordinator's job description can vary depending on the industry or project. However, coordinators typically have some common Responsibilities,

- Organizing : coordinating people or groups to work together efficiently this can include Organizing teams, preparing schedules, and Managing deadlines.
- Communicating : communicating with clients employers, and other team member about project expectation and goals. this can also include communicating with external stake holders to ensure project standards are met.
- Budgeting : creating and managing budgets for project, events, or programmes. This can include collaborating with finance teams to allocate funds.
- Promoting : Promoting and marketing events or programmes. This can include collaborating with the marketing team to create and implement promotional strategies.

Jan-2010 - Dec-2010

Work in (A.R.T.N.A.C.O) Government Project (Anti Retroviral Therapy National AIDS Control Society) in (S.T.M.F) Sushila tiwari Memorable Forest Hospital Haldwani (Uk)

Care-coordinator

As a care coordinator is a health care professional responsible for managing patient care by monitoring treatment plans, educating patients on their condition and connecting them to relevant health care providers, as a care coordinator review patient's need and help them access the services and support they require to understand and manage their own health and wellbeing.

- **Coordinating care** : care coordinators ensure that patients receive effective treatment plans from multiple providers and they rearrange care plans when problem arise.

- **Communicating** : care coordinators maintain open lines of communication between patients and their health care providers, and they bridge communication between other professionals, such as EMS worker, law enforcement, and behavioral health providers.

- **Educating patients** : care coordinators educate patients about their condition and help them stay engaged in their care they may also visit patients to monitor the care being provided.

- **Others responsibilities** : care coordinator may also handle administrative tasks, manage human resources and public relations, and assist with case management. They may also identify opportunities for improvement and contribute to business planning and policy development.

Mar-2015 - May-2021

Engineer Incharge

Work in Anuj Infra Developers Llp

As a Engineer-Incharge is responsible for directing and supervising an engineering project, and is incharge of all the firm's employees and contracted workers on that project. An engineer incharge often oversees electrical circuitry design, ensuring code and safety regulation compliance.

- **Overseeing all technical aspects of Mobile unit operation**, ensuring a quality broadcast, and Managing inventory.

- **Directing, managing and leading the assigned scope of works for construction projects**, including implementing the project operational plan, quality plan, inspection and test plan, and construction safety and health program.

May-2021 - May-2022

Indigenous panasia life science pvt Ltd

Office supervisor

Oversee and coordinate office operations and procedures to ensure organizational effectiveness and efficiency. manage and resolve employee issues or conflicts, including performance management, training, and development. Develop and implement office policies and procedures to improve workflow and productivity.

- Managing staff : Instructing, directing, and evaluating employees, and helping them succeed.
- Overseeing operations : Ensuring an efficient workflow and coordinating activities.
- Maintaining records : Keeping documentation, files, and a journal library up to date.
- Preparing reports : Completing, Preparing, and distributing forms and reports.
- Scheduling : Scheduling meetings and daily operations, and making travel arrangements.
- Implementing policies : Evaluating and implementing organizational policies and procedures.
- Handling tasks : Handling office supplies, equipment maintenance, and other general office administration.
- Supporting the organization : Participating in budget preparation, and maintaining favorable public relations.

Dec-2022 - Jul-2023

All-Mufeed Security Services Ilc DUBAI, (United Arab Emirates) Al Barsha3

Security Officer

Security officer duties often include securing premises and personnel by patrolling property, monitoring surveillance equipment and inspecting buildings

- Alert the management and prevent any illegal activities. Report all incidents and keep log books & assist in investigation as and when required. Access & traffic control searching techniques - vehicle and personnel where required. Adhere to fire prevention and emergency procedures.

- Be a visible deterrent to crime.

- Identifying suspicious behaviour.

- Contacting and Communicating with the authorities.

- Monitoring access to properties.

- Taking action in emergency situations.

- Check and monitoring cctv camera.

- Gate barriers and residential access card block and unlock procedure by the computer system.

- Check documents, identification proof and tenancy contract.

Aug-2023 - Sep-2024

Kaya Ayurvedic College & Research Centre

Administrative assistant	<p>As a Administrative assistant role in organizing, managing and keeping an office running. An admin manages time effectively by prioritizing tasks,using scheduling tools settings deadlines, and delegating Responsibilities when necessary to ensure .. answering the calls, organize records and help with other administrative tasks that ensure office efficiency administrative support to excel as a Administrative assistant in providing administrative support, it's crucial to be organized, details - oriented, and effective at multitasking.</p> <ul style="list-style-type: none"> ■ Communication : answer phone calls respond to emails, and direct communication between colleagues and customer. ■ Scheduling : organize schedules and events, manage calendars, and schedule appointments and meetings. ■ Data entry : enter data into databases and spreadsheets, and maintain contact lists. ■ Document preparation : draft and edit letters, reports and other documents, and produce and distribute correspondence. ■ Meetings : prepare meeting agendas, take meeting minutes, and assist in the preparation of regularly scheduled reports. ■ Travel arrangements : make travel arrangements for senior staff and book travel arrangements. ■ Others tasks : maintain office equipments, order supplies, sign for in coming packages, and assist client and visitors.
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EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/ CGPA	Year of Passing
10th Standard Secondary School	N.I.O.S(National Institute Of Open School) Affiliated to New Delhi C B S.E Board Of Examination, Approved By Govt.of India.	C.B.S.E Board.	72.5% %	2004
12th Standard Senior Secondary School	N.I.O.S(National Institute Of Open School) affiliated to New Delhi C.B.S.E Board of Examination Approved by Govt.Of India.	C.B.S.E Board	87.2% %	2006

MCSE & CCNA(Microsoft And Cisco) certificate training at Rooman Technologies with(A+) grade	Rooman Technologies		81% Above %	2008
(B.A) Bachelor's of Art stream of humanities and social science	Monad University	Monad University	78.6% %	2014

ACHIEVEMENTS

**Mentoring a coworker
or fellow student Giving
a great presentation
at work Organizing a
successful charity event.**

STRENGTHS

I'm a self-motivated, honest, and hard-working person with a positive attitude towards my career and life.

AREAS OF INTERESTS

realistic, artistic, investigative, social, enterprising, and conventional

PERSONAL DETAILS

Address	Shayam apartment near by Vivekanand hospital mukhani, Haldwani, Nainital (Uttarakhand) Haldwani, Uttarakhand, 263139
Date of Birth	07/07/1988
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	Hindi & English

Amit Chauhan