Resume

**Harender Chauhan** Contact # (+91) 6230222007, 7590987963

**OBJECTIVE**

I want to work at a responsible position in an organization to utilize my skills and ability that offer wide range of professional growth.

**WORK EXPERIENCE**

**FLUOR**

**Administrative Specialist, Senior**

**Afghanistan**

**(July 2012 to Jan 2016)**

* **Bagram- 10th Jan 2015 to 10th Jan 2016**
* **Mazar-E-Sharif (RC North)-17th July 2014 to 9th Jan 2015 (Base Closed)**
* **Phoenix (Kabul) From 1st Oct 2013 to 12 July 2014 (Base Closed)**
* **Salerno (Khost) From 26th June 2012 to 11th July 2014 (Base Closed)**

**Job Responsibilities:**

* To follow and understanding procedures and regulations from the MMP (Material Management Plan)
* Worked on logistics programs- Maximo & Matman
* Fluor Government Group Authorized Stockage List (ASL) over 6,000 stock lines.
* Proactive “customer first” attitude resulted in maintaining a 95% ASL fill rate.
* Working with the Theater Distribution Center (TDC) and other active sites on IPR creation for ASL and work order (WO) fulfillment
* Supported eight Regional Distribution Centers (RDC) and 70+ Forward Operating Bases (FOB) in a highly dynamic environment. With drawling down to current state. 9 active sites.
* Work on Weekly Report-Theater Open Purchase Orders (Commercial & FSS), Theater Work Order Reserve Material Report, DR Report)
* Work on daily Theater Report (Theater Authorized Stock Level, Green & White, Daily IPR’s, Theater Inventory Balance)
* Various other reports as per demand-Alternate Item Code, Item Master etc.
* Believe in company’s safety policy- “ZERO TOLERANCE TOWARDS SAFETY”
* Maintain a healthy and safe working environment, whole heartily believe in SAFETYFIRST
* Day to day checking of JSA (Job safety analysis) & STA’s (Safety task assignments).
* Monthly checking of safety equipment’s like fire alarms, fire extinguishers.
* For all base closing sites worked on important closure report, TEU report (Fluor Twenty-Foot Equivalent Unit (TEU) Report), daily Site Closure report, weekly IPO master report, and other reports as per need.
* In charge for creating, monitoring and filling Purchase Requisitions from outside sources of supply & internal purchase requisition as well and Internal Purchase Orders
* Worked closely with O&M departments and Material Management to establish and maintain ASL (Authorized Stock Level) for Vehicle maintenance, Power generation, safety, small appliance and other storerooms.
* Provide a professional customer service to clients
* Cost savings by utilizing alternate materials whenever possible.
* Conducting Monthly 10 % and annually 100% inventories with other sections & submit the reports to Material Management so as to eliminate the discrepancies.
* SQL Operations and related reports

**Yoganand Solar Private Limited**

Lunapani, Ner Chowk, Distt. Mandi (HP) INDIA

Officer – HR & Administration

(26th March 2019 to till date)

**Role, Goal & Job Responsibilities:**

* Hiring fulfillment for various departments
* EPF, ESIC returns for the employ
* Joining formalities of new employ
* Look all administration parts of company
* Analyze the target audience to determine the type of promotional offer that would be most effective
* Identify campaign costs and allocate budgets to each program
* Use a variety of promotional tools to achieve their campaign objectives
* To ensure that sales teams and retailers are aware of the campaign, promotions managers communicate campaign details
* Monitor the campaign to ensure that it runs smoothly and to measure the results

**Dreamz Polytechnic**

Khilra, Sundernagar Distt. Mandi (HP) INDIA

Principal

(1st Feb 2016 to 10th Oct 2017)

**Job Responsibilities:**

* Shaping a vision of academic success for all students
* Effective in bringing together the staff of each grade level and building a cohesive team in institute
* Effectively manage day to day activities, proper discipline among students and staff, extra-curriculum activities
* Creating a climate hospitable to education
* Cultivating leadership in others
* Communicating with parents and careers over students progress and participating in departmental meetings, parent’s evening and whole training events.
* Supervising and supporting the work of teaching assistants, trainee teachers and newly qualified teachers.
* Researching new topic areas, maintaining up to date subject knowledge and devising and writing new curriculum materials

**Dreamz Group Of Institutions**

Head of Department (Electronics & Communication Engineering)

(10th August 2009 to 4th June 2012)

**Job Responsibilities:**

* Handle all academic activities for all semester
* Planning & Execution of Internal & Term End Examination of Trainees
* To give Technical training to all trainees of various department.
* To enhance the communication & speaking skills of trainees
* Handle purchasing of equipment of various labs in terms of technical specifications.
* To organize &look after all seminars, conferences& other events related to my department.
* To deliver lecture on subject like Transducers, PLC, Digital electronics,Microprocessor etc.
* Act as coordinator between staff &management.

**Maestros Mediline System Ltd.**

(Instrumentation Engineer)

(August 2006 to June 2008)

Job Responsibilities:

* Install, adjust, maintain, repair, or provide technical support for biomedical equipment
* Evaluate the safety, efficiency, and effectiveness of biomedical equipment
* Was head of the maintenance team of 2 states Madhya Pradesh &Chattisgarh (India).
* Performed the Maintenance work of various instruments with my team.
* To look after the sales activities of various products which include Health Care, Critical Care, Cardiology, and Gynecology& Home Care.
* Performed the installation work of new instruments.
* Member of Telemedicine team.

EDUCATIONAL QUALIFICATION

**Professional:**

4 years Bachelor’s Degree in Electronics & Instrumentation Engineering From Bansal Institute Of Science & Technology Bhopal (Madhya Pradesh) India

INTERPERSONAL SKILLS

Excellent Communication Skills, Highly motivated Person and project management qualities, Have good level of persuasiveness; can work effectively in team, as well as individually, Punctual and Disciplined, Multitask person, Lead by Example, Team Player, Hard Worker, quick learner & very good listener

COMPUTER SKILLS

Maximo, Matman; MS Office Suite (Word, PowerPoint, Excel, Access)

PERSONAL DETAIL

**Date of Birth**: 15th Aug, 1978

**Father’s Name**: Lt. Sh. Gurdass Chauhan

**Lingual Abilities:** Excellent (English, Hindi)

**Marital Status**: Married.

**Nationality:** Indian

**Passport No:** N4698178

**Date Of Expiry:** 01/02/2026

**E-Mail ID:** hchauhan222@gmail.com

**Contact No:** 9816351551, 7590987963

**Address:** Village Lower Behli, PO Upper Behli,

 Tehsil SundernagarDistt Mandi (HP)-174401

DECLARATION

 I hereby declare that all the information stated in this resume is true to the best of my knowledge and belief till date. I also understand that any discrepancy found, in any of the above statement; will render me liable for cancellation of candidature/ debarment/ Appointment at any stage.

**HARENDER CHAUHAN**