

Resume

Vikram Chauhan

+91-8851862465
Vc1699@gmail.com

Career Objective

To make use of my interpersonal skills to achieve goals to get a responsible position by hard work, dedication and Consistency

Education

Year	Course	Institute	University	Percentage
2008	B.B.A	Pt. Ravi Shankar Shukla	C.G Board	61.7%
2007	Diploma ECE	I.C.M.S	Chennai	59.8%
2005	H.S.C	Bharatiya Shiksha Parisar	U.P Board	68.4%
2003	S.S.C	Sarath Public School	A.P Board	63.5%

Computer Knowledge

Operating System	Windows XP, Vista, 7, 8, & 10
Office	Microsoft Office 2007
Designing	Photoshop CS 4
Technical	Computer Hardware Maintenance & Networking
Designing	Basic knowledge of Html, CSS & JavaScript

Professional Experience

3, Virtual Employee Pvt Ltd. (A.I.C)	Noida (U.P)
Administrative Executive	12th Feb 2018 to 29th Feb 2020
<ul style="list-style-type: none">✓ Assisting with all aspects of administrative management, directory maintenance, and keeping the client websites up to date.✓ Performing and coordinating clerical duties such as mass mailings, looking after Joining Formalities, Renewing yearly contract, Finding Conservators online, Handling Profile Inquiries, and Maintaining Online Community records, Adding Professional Membership into CRM Etc.✓ Coordinating between departments and resolving day-to-day administrative and operational problems this may need to type, edit, redact pdf files, proof reading documents doing outbound sales & email marketing.✓ Providing a high level of customer service to internal and external customers. Prepares and modifies documents including correspondence, reports, drafts and emails. Schedules and coordinates meetings and appointments for management MS Outlook/MS Calendar.	
2, Ienergizer	Noida (U.P)
Sr. Executive Customer Service	27th Apr 2015 to 06th June 2016
Responsibilities	
<ul style="list-style-type: none">✓ Worked in banking financial services, responsibility includes handling international credit card queries voice. Making outbound and receiving inbound calls related to fraud transactions, credit ratings etc.	
1, Break Water Solutions	Gurgaon (Haryana)
Accounts Manager Sales / Recruiter	02nd Mar 2012 to 8th Feb 2015

Responsibilities

- ✓ Major Job includes developing positive relationships with clients
- ✓ Generate new business using existing and potential customer networks
- ✓ Monitoring on sales metrics (e.g. quarterly sales results and annual forecasts)
- ✓ Keeping track record on sales funnels and ensuring that the data is up-to-date and accurate.
- ✓ Working on Administration and different types of projects. Conference calls or online meetings as necessary.
- ✓ Various Report Generation in outbound sales campaign.
 - a. Sales (Daily, Weekly, Monthly Overall and Agent wise)
 - b. Follow up report with customers
 - c. Incentive Calculation
- ✓ Collecting calling data from Canadian online directory.
- ✓ Managing leads according to the geographical location.
- ✓ Doing follow-up with Previous customers, Keeping track record of Sales
- ✓ Online business promotion on networking sites like Face book, Twitter, and Quirk Etc.
- ✓ Posting online blogs, doing email marketing.
- ✓ Screening and short listing candidates as per company requirements.

Strength

Quick Learner
Goal Oriented
Honest
Positive Attitude

Personal Skill

Good grasping power, Interactive team worker, Innovation, excellent verbal and written communication skills.

Personal Detail

Name	Vikram Chauhan
Father' Name	Mr. P.R Chauhan
Mother's Name	Mr's. Meena Devi
Sex	Male
Nationality	Indian
Marital Status	Single
Language Proficiency	English, Hindi, & Telugu (Writing & Speaking)
Hobbies	Playing Games, Listening Music & Traveling
Current Address	H.no: 82, Raj Bhawan, near Indian Bank, Sector -66 Noida U.P
Permanent Address	H.no:216, Indira nagar, Supela, Bhilai. Dist: Durg (Chhattisgarh)
E-Mail Id	Vc1699@gmail.com
Mobile No.	+91- 8287726823

Declaration

I hereby declare that the above mentioned information is correct, up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place: