

CURRICULUM VITAE

Saurav Chauhan

H No. 14, street No. 1,
Navneet vihar, Khora colony
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Email: saurav.chauhan.449@gmail.com

Objective:

I want to use my ability for the growth of your company as well as I want to achieve my personal and spiritual goal in these challenging atmospheres.

Academic Qualification:

- 12th passed from C.B.S.E Delhi
 - 10th passed from C.B.S.E Delhi
 - BCA Completed from IGNOU (Indira Gandhi National Open University)
 - MCA pursuing from IGNOU (Indira Gandhi National Open University)
 - (DCBA) O-level course completed from DICS(DELHI INSTITUTE OF COMPUTER SCIENCE)
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Working Experience:

- I worked in **Competent Software Pvt. Ltd.** as Data Processing. My responsibilities are Create Deed Document for current owner's property. Buyer and Seller all related information capture in entry program. From 14 Dec 2016 to 15 Oct 2017.
 - I worked in **Pyramid Infratech Pvt. Ltd.** As Data Entry-Executive on Purchase Module. My responsibilities are creating Indent, Purchase Order, Goods Receipt Note, Invoice Entry in ERP, Add New Material, Add New Vendor and Also manage MIS Report. From 2 Jan 2019 to 23 Dec 2019.
 - I'm Currently working in **Algoscale Technologies Ltd.** as Data Research Analyst (Data Mining & Email Drafting). From 26 Dec 2019 to till now.
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Key Skills:

- Basic & Advance Knowledge of Excel (VLOOKUP, PIVOT, MACRO, HLOOKUP & MIS Report).
 - Full Knowledge in Computer (Window 2002, 2007, Window 8, Window 8.1).
 - Basic knowledge in HTML.
 - Basic knowledge in C#.
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Hobby:

- Playing Cricket & Making HTML Web pages.
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Personal Details:

Father's Name	:	Late. Shri Parmal Singh Chauhan
Date of Birth	:	24-06-1996
Status	:	Single
Sex	:	Male
Nationality	:	Indian
Language	:	Hindi and English

Date:

(Saurav Chauhan)