

## CURRICULUM VITAE

**Virendra Singh Chouhan**

50, Vishal Palace, Indore (M.P.) – 452001

**Contact No.:-** +91 9827123567

**E-mail ID:-** [Virendra.chouhan.789@gmail.com](mailto:Virendra.chouhan.789@gmail.com)



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### Career Objective:-

To get a challenging and responsible position in an organization and to serve it with my diligence, Competence and honesty by delivering my best performance and want to achieve the desired organizational goals with my full efforts and efficiency.

### Working Experience:-

- Organization : Trans treasure services PVT LTD.
- Duration : From March 2016 to April 2020
- Profile : Asst. Reconciliation Manager & MIS Executive

### Academic Qualification:-

- BCA from DAVV Indore in 2013.
- HSC from MP Board in 2010.
- SSC from MP Board in 2008.

### MIS Key Skills:-

- HLOOKUP, VLOOKUP, PIVOT TABLE
- Conditional Formatting, countif, filter
- Macros, Advance Excel, Any other Formulas

### Working Skills:-

- MIS Maintain & operations.
- Manage a Team member.
- Quality Performance with in TAT.
- Mailing and communicating with follow up.
- Cash Reconciliation and Management

### Technical Skills:-

- **Hardware**
  - Hardware Maintenance
  - Hardware Assembling and Disassembling.

- **Software**
  - OS Installation (Windows XP, Vista, Windows 7 and 8, Server 2K8 and R2, Linux)
  - Different applications installation like MS Office, Adobe, etc. And other Utility software.
  - Have knowledge of Word, Excel and PowerPoint and peripheral devices like Printer, Scanner etc. and Have knowledge of Internet and basic internet working like Mailing, Downloading, and Uploading etc.
- **Programming Languages**
  - HTML
  - VB 6.0
  - C, C++

#### **Hobbies:-**

- Reading books & News.
- Learning new skills related to Technologies, General Awareness & educate myself.

#### **Personal Profile:-**

- Father's Name : Mr. Surendra Singh Chouhan
- Date of Birth : 05 Jan 1994
- Languages known : English and Hindi
- Marital status : Unmarried
- Permanent Address : 50, Vishal Palace, Indore (M.P.), 452001

#### **Declaration:-**

I hereby declare that the above mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date: -

**Virendra Singh Chouhan**