

CURRICULUM VITAE

(As on __, __, ____)

PUSHPENDRA CHATURVEDI

Plot No. C-26, Second Floor – II
Shalimar Housing Complex, 80 Foota Road
Distt. - Ghaziabad – 201012 (U. P.)

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CAREER VISION

“To pursue a responsible and challenging career in any developing & growing Organization with professional environment and good career growth with bright future. Contributing to optimization with the best of my ability.”

PERSONAL-SKILL

Skills Summary: A self-motivated, quick learner and a team player who is willing to Learn and adapt to new challenges of professional with strong Interpersonal skills that provide the ability to interact with the Management/Administration & Persons.

CORPORATE – EXPERIENCE

- Presently working as **Office Assistant (Admin)*** in O/o Joint Chief Executive Officer National Authority (CAMPA), **M/o Environment, Forest and Climate Change** at Jor Bagh, New Delhi - 03 (*outsourced through M/s Vigilant Security Pvt. Ltd.*) from 1st October 2019 till date. (*Additional charge)
- Worked as **Office Assistant** in O/o IGF /CEO Ad-hoc CAMPA, **M/o Environment, Forest and Climate Change** at Jor Bagh, New Delhi - 03 (*On ad hoc through CAMPA*) from 25th Jan. 2011 till 30th September 2019
- Worked in as **“Jr. Assistant/DEO” Ministry of Corporate Affairs** at Shastri Bhawan, New Delhi - 01 (*On contract*) from 14th Nov. 2008 till 20th Jan. 2011.
- Worked with **‘M/s Kislay Engineering Pvt. Ltd.’** as **“Office Coordinator”** at Patparganj Village, Delhi from June 2007 to 10th Nov. 2008.
- Worked as **‘Office cum Field Exc.’** in **Mauria Udyog Ltd** at Nehru Place, South Delhi – 19 from September, 2006 to June, 2007

AREA OF SPECIALIZATION

- **Administration(including staffing issues – i.e. recruitment, selection, wages & performance reports & Biometric Attendance System)/General Office management/Secretariat works/conducting/arrangement of meetings /submission of all type of TA/DA Bills/Booking/Correspondences (i.e. submission of file On-line & Off-line Noting & Drafting of Official/Business letters, Tenders, Quotations, and Others).**

- Maintains the Office Management System, (*e-office/FTS*, Leave & Tour Management/BEMS & PFMS Portal), Documentation for official purposes as per direction by Sr. Officers & Co-ordination/tie-up with other Deptts./Ministries/Staff/Banks and others organizations for official purposes.

EDUCATIONAL-QUALIFICATION

Sl. No	Class	Board/University	Division	Year
1.	HSC	U.P. Board, Allahabad (U.P.)	II nd	2000
2.	SSC	U.P. Board, Allahabad (U.P.)	II nd	2002
3.	Graduation (Arts)	Dr. B.R.A University, Agra (U.P.)	II nd	2005
4.	PGCM (HR) (One year)	A.I.M.A., New Delhi	'B+'	2011
5.	Exc. PGDM	D.S.P.S.R.(GG SIP University) New Delhi	I st	2011-13

PROFESSIONAL-SKILLS

- ❖ 6 Months Diploma in **Basic Computer Application** from 'Sri Vinayak Computer Centre' Kasganj (UP) in December 2003
- ❖ **1 Year Diploma in Computer Application** from '**Computer World**' at Preet Vihar New Delhi – 92 in August, 2007.
- ❖ **2 Months** Advanced Diploma (80 Hrs. Flexi) in **Spoken English** from **V.E.T.A.** (Laxmi Nagar) New Delhi – 92 in March 2009.

PERSONAL-DETAILS

Date of Birth : 20 May, 1986
Father's Name : Mr. Shambhu Dayal Chaturvedi
Mother's Name : Mrs. Kunti Devi
Sex : Male
Nationality : Indian
Marital Status : Married
Language Known : Hindi, English
Interest and Hobbies : Reading & Music
Present CTC : Rs. 24,000/- per month

Date:

Place:


(Pushendra Chaturvedi)
