

Shanu Chauhan

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SUMMARY

To work with a rapidly growing organization with a dynamic and challenging environment to achieve goal of organization with my best efforts.

Talented Operations Coordinator successful at supervising and directing daily efforts of project teams and developing effective work procedures and processes. Results-oriented and organized with extensive experience working in fast-paced environments to consistently meet operational targets.

SKILLS

- MIS, Microsoft Excel, Microsoft PowerPoint, Microsoft Office, 50 WPM Typing
- Speed, Expenses checking, Visits, Daily Reports, Monitoring, E-Mails
- Microsoft Word, Recruitment, Customer Support, Data Entry, Operation
- Coordinator, Computer Operator, Problem solving skills, team work, critical
- Thinking skills, communication skills, creativity, emotional intelligence, Google
- Sheets, Virtual Assistant, Admin work, Data Mining, Web Research, Data
- Scraping, Data Collection, lead generation
- Administrative management abilities
- Logistics Coordination
- Supply Ordering
- Customer Invoicing
- Performance monitoring
- Operations Management
- Compliance Management
- Customer Relationship Management
- Scheduling Coordination
- Data Analysis
- Sales Tracking

EXPERIENCE

Operations Coordinator cum MIS, Boundless Environment Resource Solutions Pvt Ltd,
August 2023-Current

Delhi

- Responsible for schedule and coordinating meetings, handling incoming and outgoing communications, and maintaining office supplies, streamlining operational processes, managing logistics, and ensuring the accuracy and integrity of our management information systems
- My expertise includes process optimization, data analysis, and project management
- I have a strong background in using Ms Office, Excel, and Google sheets for data analysis, expense, lead generation, and reporting.

IT Recruiter, Sampoorna Consultant , June 2023-August 2023

Delhi

- Maintained a database of potential IT candidates by sourcing from online job portals, professional networks and other sources.
- Coordinated with hiring managers to understand their staffing needs and provided them with appropriate recommendations.
- Drafted job descriptions for IT positions based on organizational needs and requirements.

EDUCATION AND TRAINING

Bachelor of Arts

Political Science And Government, Delhi University , Delhi Expected in June 2025

ACHIEVEMENTS & AWARDS

- 6 Months Computer Course (Ms-word, Ms- excel, Ms-powerpoint, Ms Office
- Etc.) Corel Draw and Advanced Excel Certificate.

HOBBIES

Sports, Foreign languages, Music, Blogging , Vlogging, Photographing, Geopolitics

NATIONALITY

- Indian

LANGUAGES

English: C2

Proficient

Hindi: C2

Proficient