

# Curriculum Vitae

cmohan68@gmail.com

## CHANDER MOHAN

Contact no. +91-9871142045

Well experienced for more than 24 years in the field of Office Administration/Accounts/Secretarial services and procurement, well conversant with office software and programs. Can manage front-desk, travel desk and / or any other task assigned.

**Educational Qualification:** B.Com, Delhi University, 1989

### **Skills :**

- Proficient in computer applications viz. Windows 8, Office 2010, MS Outlook, etc.
- Basic accounting like bill processing, voucher preparation
- Attended 1 week course for 'Learn Dynamic HTML in 7 Days'
- Relevant experience in Internet usage and search, Web Page Development and troubleshooting
- Proficient in office automation includes Fax, Photocopier, Scanner
- Can drive 2-wheeler and 4-wheeler (valid licenses)
- Typing speed 40 WPM
- Done 3 months course on 'Tally ERP 9' from Tally Academy, South Extn. New Delhi
- Created, designed and uploaded personal website <http://www.chandermohan.com>
- 4-days workshop attended on **Foundation Course on Automatic Identification and Data Capture (AIDC) Technologies**
- Two days training program attended '**Supervisory Development Programme**' by 'HRD Centre' during June 25 and 26, 2001

### **Last Position held:**

'Executive Manager' with **M/s AIDC Technologies Association of India** from September 2014 to July 2015

### **Past Employments:**

- As Admin. & HR Manager (Fix-term Consultancy) with **Elements Production Services Pvt. Ltd.**, F-213/E-2, Lado Sarai, New Delhi-110030, (06 January 2014 – 30 June 2014)
- As Admin. & HR Officer with **New Education Group - Foundation for Innovation and Research in Education (NEG-FIRE)** (12 March 12- 04 Jan 14)
- As Accounts & Administrative Coordinator with **IES Abroad** (25 Nov 10 – 05 Oct 11)
- As Executive Assistant with **Wildlife Trust of India (WTI)** (26 Oct 09 – 24 Nov 2010)
- As Executive Secretary with **Bhartiya Yuva Shakti Trust (BYST)** (10 Mar 08 – 21 Nov 08)
- As Administrative Officer with **Participatory Research in Asia (PRIA)** (06 Aug 07 – 07 Mar 08)
- As Administrative Officer (Adhoc) with **Centre for Education & Communication (CEC)** (01 Jan 2007 – 31 May 2007)
- As Administrative Officer with **DFID Funded Resource Centre for Sexual Health and HIV/AIDS (RCSHA)** (22 Oct 2005 – 31 Dec 2006)
- As Administrative Assistant with International Rice Research Institute (IRRI) (04 Jan 1994 – 20 October 2005)
- As Accounts Assistant with Cyber Media (I) Ltd., New Delhi (May 1990 - Dec1993)

### **Job Descriptions – last employment:**

Filing management, Verification of bills for payment, Maintaining stock register, Managing 'Travel Desk', Office maintenance, AMC of office equipments, Supervise office helper/driver/housekeeper, Procurements of goods and services, , Office communications, Handling petty cash, monthly accounts settlement with office appointed Chartered Accountant, MoM during quarterly meetings, liaison with govt and other nodal agencies, attend meetings/workshops, members services.

### **Job Descriptions with previous employments:**

Supervised around 2-15 support staff including assistants, drivers, guards, etc., Petty cash management, Vendor management- Oversee acquisition, installation and commissioning of equipments., Event Management, organizing meetings, conferences, making travel arrangements and hotel reservations for guests & foreign delegates., Hostel management, Adept at managing administrative activities involving purchase of equipments, maintenance of procurement, housekeeping, safety, security, employee induction etc., Insurance and AMC of various equipments., Staff Group Personal Accident and mediclaim insurance, Liaison and coordinated with various departments within the corporate office and all branch offices., Managed repair, maintenance & replacement of office equipments, appliances, furniture, furnishings, vehicles, building, etc., Handled 'Travel Desk' and transport requirements., Upkeep of office administrative facilities and ensure availability of daily miscellaneous requirements to provide harmonious work culture to employees. Office infrastructure Management, handled entire admin correspondence, Backup of office computers/laptops, Assist HR Manager in filing, attendance and leave records management for salary preparations.

**Job Descriptions – during employment with International Rice Research Institute (IRRI) :**

Provided assistance to Representative-India in formatting papers/books and, his presentations viz. overhead, slides and PowerPoint in national/international seminars/workshops, Responsible for complete office filing system, Office Administration: design and implemented computerized mailing system, assisting administrative office in maintaining office automation viz. fax, photocopier, and computer machines. Helped in processing of routine accounting vouchers, ensuring proper management of them, provided all travel related assistance by helping IRRI scientists and collaborating partners (NARS) in finalizing their travel itineraries, hotel, air-tickets, and visa assistance and arranging other travel related arrangements in various IRRI sponsored research and training programs, workshops, monitoring tours held in India and at Head Quarters. Assisted IRRI Representative in compiling and consolidating annual report. Organized workshops/conferences and monitoring tours of IRRI and NARS scientists to visit different project sites in all over India. Helped in Processing payments of travel, shipping agencies, hotels, office supplies. Provided support to office reception.

**Achievements – during employment with IRRI :**

- A mega conference held in India in the year 1996 with collaboration of Indian Council of Agricultural Research (ICAR) called 'IRRI India Day'. During the conference provided major logistic support and helped office in every manner to make a grand success
- Setup and maintaining office database single-handedly
- Made travel arrangement for 250 persons for 10 Workshop/Meeting in India and abroad
- Helped office in setup of small LAN.
- Helped and supported staff in understanding internet, and trouble-shooting in the common PC operations, etc.
- Received '**Plaque of Appreciation**' on completion of 10 years' service.

**Personal Information:**

**Father's Name** : Late Sh. Chandan Singh  
**Date of Birth** : April 05, 1968  
**Residential Address** : B3/342, Aravali Apartments, Sector 34, Noida – 201307, U.P.  
**Marital Status** : Married with two children

**References:****1. Ms. Maria Stallone**

Director  
Society for International Education of Students (SIES)  
Mobile : 9650927200  
E-mail : mstallone@iesabroad.org

**2. Dr. B. Sivaprasad**

Corporate Trainer, Agribusiness Consultant, and Public Speaker  
Mobile: +91 9444175464  
Email: [value4value@gmail.com](mailto:value4value@gmail.com)

**3. Mr. J.P. Noor**

Administrative Coordinator  
World Agroforestry Centre  
Mobile :9811032982  
E-mail : [j.p.noor@cjar.org](mailto:j.p.noor@cjar.org)

Dated :

Place :

(Chander Mohan)