

CURRICULUM VITAE

Name : **CHANDER MOHAN**

Father's Name : Late Sh. Chandan Singh

Date of Birth / Sex : April 05, 1968 / Male

Address for Communication : D-62, B.K. Dutt Colony, Karbala
Near Lodhi Road, New Delhi – 110 003, India
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Current Position held : Executive Assistant
Wildlife Trust of India (WTI)
B-13, Second Floor,
Sector-6, NOIDA – 201301, UP

Educational Qualification : B.Com., Delhi University, 1990

Skills :

- Proficient in computer applications viz. Windows XP, Office 2003, Outlook Express, etc.
- Hands-on experience in designing and implementing Office Automation.
- Petty cash management
- 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)
- Can handle office reception
- Typing 40 WPM

Language Known : Hindi, English

Marital Status : Married with two children

Professional Experience :

Executive Assistant

Wildlife Trust of India (WTI)
(Oct 09 – till date)

Wildlife Trust of India (WTI), is a non-profit conservation organization, committed to urgent action that works towards the protection of India's wildlife. Its mission is to conserve nature, especially endangered species and threatened habitats, in partnership with communities and governments.

This post involves :

- Support Vice President in formatting documents and preparing PPTs
- Calendar management
- Arranging accommodation, travel itineraries,
- Help in booking venues and other logistic support during office seminar / meetings
- Maintenance of complete office filing including e-filing management
- Reorganization of VP's office library
- General office communication (E-mail/fax/phone/courier/post)
- Taking minutes and coordinate office meetings.
- Handle petty cash and entire finances of VP.

Executive Secretary (Fix-term)

Bhartiya Yuva Shakti Trust (BYST)
(Mar 08 – Nov 08)

BYST is a not-for-profit organization that primarily assists disadvantaged Indian youth to develop business ideas into viable enterprises under the guidance of a mentor, the main idea being ***assisting Job Seekers Become Job Creators***. The programs include supporting young entrepreneurs from underprivileged sections of society by supplementing financing of up to Rs. 500,000 with training, support, monitoring, mentoring and networking. The young entrepreneurs are nurtured till they reach a level where not only are they self-sufficient, but they in turn make a valuable contribution to society through creating wealth and employment.

This post involves :

- Supervising around 3 support staff including assistants, drivers.
- Support exec. vice president in formatting documents and preparing PPTs
- Exec. VP's office and calendar management
- Arranging accommodation, travel itineraries, visa and other travel related things for entire office.
- Help in booking venues and other logistic support during office seminar / meetings
- General maintenance of electrical, civil, telephone, internet, intercom
- Maintenance of complete office filing including e-filing management
- Reorganization of office library
- General office communication (E-mail/fax/phone/courier/post)
- Handling entire Admin matters.

Administrative Officer (Contractual)

Participatory Research in Asia (PRIA)
(Jan 07 – Mar 08)

PRIA - An International Centre For Learning And Promotion Of Participation And Democratic Governance. The late seventies witnessed serious critiques of ideology and approach, both nationally and internationally. Grassroot realities across much of the developing world including India revealed that governments were unable to deliver relevant or sustainable development programmes. Local level initiatives were successful in raising awareness and mobilising community to participate in different aspects of their own development. In 1982, that PRIA came into existence and been successful in achieving its targets successfully.

This post involves :

- Supervising around 15 support staff including assistants, drivers, guards, etc.
- Petty cash management
- Procurement and vendor management
- Office building maintenance and renovation
- Conference / seminar management
- Hostel management
- Housekeeping and general maintenance of electrical, civil, telephone, internet, intercom
- Insurance and AMC of various equipments.
- Liaison with various govt bodies i.e. MTNL, BSES, DJB, etc.
- General maintenance of office and monitoring of repair work.
- Handling 'Travel Desk' and transport requirements.
- General Communication (E-mail/fax/phone/courier/post)
- Office infrastructure Management
- Handling entire Admin matters.

Administrative Officer (Fix-term project)

Resource Centre For Sexual Health And HIV/AIDS (RCSHA)
(Oct 2005 – Dec 2006)

RCSHA has been setup by the Department for International Development (DFID), as a resource centre to strengthen the national capacity to respond effectively to sexual health concerns including HIV/AIDS prevention, care and treatment in India. RCSHA is funded by Department of International Development (DFID) India and managed by AC Nielsen ORG Center for Social Research (a division of ACNielsen ORG-MARG Pvt. Ltd), Partners in Development Initiatives (PDI) and OPTIONS, UK.

This post involved :

- Help in procurement and maintenance of office equipments
- Actively assisting office in HRD functions.
- Coordinating office in smoothly implementing & monitoring research activities
- Providing all administrative support to office
- Helping office in renovation related matters
- Providing expert help in Travel Desk support to the office
- Processing payments of travel, shipping agencies, hotels, office supplies.
- Helping in organizing workshops/seminars

Administrative Assistant (Contractual)

International Rice Research Institute (IRRI)
(Jan 1994 – October 2005)

Based in the Philippines, the International Rice Research Institute (IRRI) is the oldest and largest international agricultural research institute in Asia. It is an autonomous, nonprofit rice research and training organization with staff based in 14 countries in Asia and Africa.

This post involved :

- 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, 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 :

- 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 understading internet, and trouble-shooting in the common PC operations, etc.
- Created, designed and uploaded own homepage <http://www.chandermohan.com>
- Received '*Plaque of Appreciation*' on completion of 10 years service.

Accounts Assistant

Cyber Media (I) Ltd., New Delhi
(May 1990 - Dec1993)

Established in 1982, Cyber Media (India) Limited is a specialty media house, with eleven publications in the infotech, telecom, consumer electronics and biotech areas; and an end-to-end media value chain including the internet, events and television. The group's Media business includes the print titles Dataquest, PCQuest, Voice&Data, BioSpectrum, Global Services, Living Digital, DQ Channels India and DQ Week.

This post involved:

- Maintained accounts systems
- Handled petty cash dealings
- Supervised the office monthly computerized billing
- Assisted in Audit Bureau of Circulation (ABC) by preparing monthly statement
- Handled Bad-debt recovery accounts
- Supervised office shipping management

References:**1. Mr. K.L. Bhatt**

Sr. Consultant, HRD
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(Chander Mohan)