

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 : Office & Accounts Assistant
IES Abroad
1st Floor, YMCA
Nizamuddin East
New Delhi – 110013

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 :

Office & Accounts Assistant (Temp)
IES Abroad
(25 Nov 10 – till date)

IES Abroad - one of the USA's oldest, largest, and most reputable study abroad providers, IES Abroad is a growing Chicago-based, not-for-profit academic consortium that enrolls more than 5,000 students annually. With more than 90 programs in 32 cities, IES Abroad is dedicated to

broadening our global reach and continuing our commitment to offering students outstanding academic options coupled with every-day opportunities for cultural immersion.

This post involves:

- Travel desk
- Maintenance of office accounting statement, registers and files
- Helping office in Tax Deducted at Source (TDS) related work.
- Verification of bills for payment
- Preparing cheque for all office payments.
- Scanning and uploading office vouchers to HQ via doclink software
- Taking minutes during meetings
- Maintaining stock register
- Update office library (books, DVDs)

Executive Assistant

Wildlife Trust of India (WTI)
(26 Oct 09 – 24 Nov 2010)

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:

Assist and support President and Vice President' office as per the following:

- Formatting documents and preparing PPTs
- Calendar management
- Arranging accommodation, travel itineraries,
- Providing 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 for division and entire finances of Vice President.

Other task includes:

- Assist and coordinate major office events/seminar/meetings.
- Assist Board of Trustees (BoT) members and Board meetings
- Help in taking minutes in important office meeting including BoT meeting

Executive Secretary (Fix-term)

Bhartiya Yuva Shakti Trust (BYST)

(10 Mar 08 – 21 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 involved :

- Supervised around 3 support staff including assistants, drivers.
- Supported Executive Vice President in formatting documents and preparing PPTs
- Exec. VP's office and calendar management
- Arranged accommodation, travel itineraries, visa and other travel related things for entire office.
- Helped 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)
- Handled entire Admin matters.

Administrative Officer (Contractual)

Participatory Research in Asia (PRIA)

(06 Aug 07 – 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 involved:

- Supervised around 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.
- Liaisoned 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 matters.

Administrative Officer (Adhoc)(Short-term)

Centre for Education & Communication (CEC)

(01 Jan 2007 – 31 May 2007)

CEC is a resource centre for labour - in particular, of those in the unorganised and informal sectors. It has grown to be a centre for workers' education and participatory labour research. While learning from labour movements, it actively contributes to the enlargement of their horizon. CEC creatively responded to the challenges posed by the autonomous workers' movements that emerged in the 1980s. Aware of the economy's integration into the global market and the consequent changes in the structure and nature of employment, CEC constantly strives to play a proactive role in labour.

This post involved :

- Helping in HR activities
- Procurement and service of office equipments
- Handling Director's Correspondence
- Organizing office meetings and seminar
- Handling 'Travel Desk'
- Supervising staff – 5
- Petty cash handling
- Helping in printing & publication jobs
- Independent Correspondence

Administrative Officer (Fix-term project)

Resource Centre For Sexual Health And HIV/AIDS (RCSHA)

(22 Oct 2005 – 31 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:

- Helped in procurement and maintenance of office equipments
- Actively assisted office in HRD functions.
- Coordinated office in smoothly implementing & monitoring research activities

- Provided all administrative support to office
- Helped office in renovation related matters and finding a suitable office space.
- Provided expert help in Travel Desk support to the office
- Processed routine payments of travel, shipping agencies, hotels, office supplies.
- Helped and assisted in organizing workshops/seminars

Administrative Assistant (Contractual)

International Rice Research Institute (IRRI)

(04 Jan 1994 – 20 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 understating internet, and trouble-shooting in the common PC operations, etc.
- Created, designed and uploaded own website <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

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(Chander Mohan)