

Curriculum Vitae

Name: Gaurav Chaudhary

Date of Birth: 23 January 1993

Address: Flat 1104, Sushma Elite Cross Zirakpur, Punjab, India

Phone Number: +91 98888 50208

Email Address - cgaurav300@gmail.com

Languages: Hindi, English, Punjabi



Career Objective

To work for a professionally managed company with a good organizational objective & friendly environment, in a capacity that offers responsibility, challenge, job satisfaction and scope for organizational and personal, development and growth.

Academic Qualification

- **Bachelor of Commerce 2016** from Manav Bharti University
- **12th Class from Board of High School and Intermediate Education 2011** completed from SSMIC Singhpur Sarnath
- **10th Class from Central Board of Secondary Education 2009** completed from MRA Modern Public School

Work Experience

Job title: Self Employed – Car Business

Duration: 2019 – Current

Responsibilities

- Develop an in-depth understanding of our current car industry and use that knowledge to encourage customers to make a purchase
- Advertising and Marketing in order grow our customer base
- Purchase and sale of second hand cars
- Admin and backend Work

Job title: Self Employed – Property Business

Duration: 2017-2019

Responsibility

- Purchasing and selling property
- Marketing and advertising
- Liaising with builders and customers

- Settling property for rent
- Collecting rent and chasing any arrears.
- Finding good tenants and long-term lease agreements.
- Administration

Company: Rings Café Lounge

Job title: Owner

Duration: 2014-2017

Responsibilities

- Overseeing the day-to-day café operations.
- Leading, managing, training and developing a high performing team with exceptional customer service.
- Rostering, reporting, ordering and budgeting
- Maximize sales and profitability of the business
- Admin Work

Skills

- **Oral and Written Communication skills** - I have the ability to understand, write and speak in English fluently.
- **Attention to detail** – through my admin tasks working in property and car business, I have developed great attention to detail.
- **Highly developed interpersonal and customer service skills** - I am able to deal effectively with a range of people either as customers or fellow team members.
- **Quick Learner** - I am able learn new skills and work very quickly
- **Computer skills** - I am computer literate and skilled at using the Microsoft Office suite of products (Word, PowerPoint, and Excel) and in using the Internet for research and communication.

Extra-Curricular Activities

- Travelling
- Playing Cricket
- Making new friends
- Learning new skills
- Reading books

Referees

- Will be provided on request.