

CURRICULUM VITAE

Kamlesh Chidar

Resourceful and experienced worker offering expertise in customer service, travel coordination and file management. Detail-oriented team player with strong organizational skills. Handles multiple projects simultaneously with a high degree of accuracy.

Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support. Responsible, punctual and productive professional when working with little to no supervision.

Work History

2019-10 To 2022-01 **MIS Assistant & Office Assistant**
DB Infotech Printing & Software, Bhopal

- *Responsible for identifying new sales opportunities, setting appointments and generating revenue.*
- *Often called on to help maintain several of the firm's larger clients.*
- *Responsible for keeping an active sales funnel and providing monthly progress reports to management.*
- *Responsible for generating a list of prospects and then creating revenue based on that list.*
- *Part of a small team that worked the booth for the company at industry trade shows.*
- *Part of a small team that was asked to go do large presentation to significant prospects all over the country.*
- *Responsible for utilizing company contact to generate revenue.*
- *Entered data of Jobseeker information into the center's case management system and ensure the quality control of the data.*

Contact

Address :

H. 99, Goutam Nagar,
Govindpura, Bhopal, MP,
462023

Phone :

8815184788

Skills

- Hindi & English Typing.
- Scheduling.
- Report analysis.
- Mail handling.
- MS office.
- Documentation.
- Google Sheets.
- Data Analyst
- Data Compile

2022-02 To
Current

Office Assistant

Madhya Pradesh State Rural
Livelihood Mission (MPSRLM), Bhopal

- Completed clerical tasks such as filing, coping and distributing mail.
- Creating and following processes to keep data confidential.
- Compiling data and informing authorities about the data.
- Sharing of data information with authorities regarding various types of data.
- Collecting different types of data and preparing final analysis.
- Provided assistance to the MIS administrator in regards to day-to-day operations, fielded communications, analyzed and filed data appropriately.
- Formulated various reports for funding sources and to the management team and internal staff as well as functioned as the database and network administrator in the absence of the MIS administrator.
- Developed public relations materials to enhance institution image 100% and collaborated with the Director to plan and coordinate events.
- Improved efficiency by altering the applications process and re-creating application forms for inbound clients.

Language

Hindi & English

Interests

Writing.

Learning.

Language.

Travel

Education

2016

High School: MP Board

Govt. Boys H.S.S. – Station Area, Bhopal

2018

Higher Secondary School: MP Board PCM

Govt. Boys H.S.S. – Station Area, Bhopal

2018-2020

NCVT, ITI : Electrician

Jan Shikshan Pvt. ITI – 80 Feet Main Road, Pushpa Nagar, Bhopal, MP

2019-2020

MCU, Diploma in Computer Application (DCA)

Sampoorn Institute – Ashoka Garden, Bhopal

**2019-2022 Bachelor of Science : Physics,
Defense and Computer Science
(PDCS)**

*(BU) Govt. Motilal Vigyan Mahavidyalaya,
PHQ, Old Vidhan Sabha, Jahangira
Baad, Bhopal*

**2022-2024 MBA : Rural Management (RM) &
Information Technology (IT)**

*(SRK University) The Institute of
Management, Hoshangawad Road,
Bhopal*

Personal Information

Name - Kamlesh Chidar

Father Name - Mr. Gokul Prasad

Date of Birth - 20 Feb 2001

Marital Status - Single

Gender - Male

Nationality - Indian

Hobby - Travelling