

CURRICULUM VITAE

Parghuman Chauhan

D-37 D.C.M Colony, Ibrahim Pur, Delhi - 110036

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Personal Information

Father's Name-- Shri. Ravinder Pratap Chauhan

Date of Birth--- 20-08-1981

Objective

To secure a responsible and challenging position where I can utilize my skills and experience in **technical work, translation, traveling, and computer operations** while contributing to the organization's success.

Educational Qualification

Bachelor of Arts (B.A)

Professional Experience

Technical Work Experience --- Hands-on experience in technical operations and troubleshooting.

Translator --- Expertise in translating documents and communication materials.

Traveling Experience --- Extensive knowledge of travel planning and coordination.

Computer Operator --- Proficient in data entry, documentation, and system handling.

Professional Courses

Diploma in Desktop Publishing (D.T.P) – Advanced knowledge of computer applications and design software.

Skills

- ✓ Strong technical and problem-solving skills
 - ✓ Excellent translation and language proficiency
 - ✓ Experienced in travel planning and logistics
 - ✓ Proficient in Microsoft Office, DTP software, and data management
 - ✓ Effective communication and teamwork abilities
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Languages Known

- Hindi (Fluent)
 - English (Fluent)
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Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Signature : ***P. Chauhan***

Date: 09-02-2025