



ANKIT CHAUHAN

📍 Ahmedabad

☎ 8238009204

@ ankit.chauhan702@gmail.com

Skills

Computer

➤ Basic of Computer and knowledge of MS Word, MS Excel and MS Power Point & Photoshop too.

Interests

Outside of my professional life, I have a deep passion for dance and have actively participated in various dance performances. I also enjoy acting in theater productions, where I have had the opportunity to showcase my creativity and storytelling skills. Additionally, I am an avid sports enthusiast and actively engage in cricket, hockey, and kabaddi.

Languages

Hindi

Speaking, Writing ,

English

Speaking, Writing

Gujarati

Speaking, Writing

I am a dedicated and adaptable professional with a strong background in operations management and administrative work. With experience in various industries, including art, business, and aviation, I have developed a versatile skill set that allows me to excel in dynamic and challenging environments. I am a team-oriented individual with a passion for delivering high-quality service and fostering positive relationships with colleagues and clients.

Experience

Iram Art Gallery **2021-11-01 Present**
Operation Manager Ahmedabad

“Manage all aspects of day-to-day operations, including administrative tasks, staff rostering, logistics (Import & Export), and coordination of activities. ”

“Ensure smooth and efficient gallery operations to provide visitors with a positive experience.”

“Collaborate with team members to develop and implement strategies for business growth and improvement. ”

“Project management of international exhibitions, including visa processing and documentation for businesses and visiting staff members.

“Inbound sales, dynamic CRM. Boost sales with personalized content and seamless experiences. Build long-lasting relationships. ”

Young President Organization **2020-01-03 To 2021-04-24**
Assistant Chapter Manager

“ Successfully handled administrative responsibilities, including accounting, finances, and government guideline updates.

Managed recruitment efforts and facilitated the onboarding process for new organization members.

Developed and updated standard operating procedures (SOP) and policies to enhance organizational efficiency.

Provided excellent hospitality services to members, ensuring their satisfaction and comfort.

Project management of international forums, including visa processing and documentation for businesses and visiting staff members.”

Jet Airways India Ltd. **2013-01-12 To 2019-12-31**
Ground Operations Supervisor

“Oversaw various aspects of ground operations, including aircraft services, customer query resolution, and airport management.

Demonstrated exceptional customer service skills while handling ticketing, reservations, and inbound/outbound cargo.

Maintained accurate accounting records and ensured compliance with industry regulations

Inbound sales, dynamic CRM. Boost sales with personalized content and seamless experiences. Build long-lasting relationships.”

Education

Gujrat Board **- 2005-03-03**
High School

Gujarat Board **- 2007-03-03**
Intermediate

Saurashtra University **- 2010-03-01**
Bcom

Karnataka University **2010-04-01 - 2012-03-01**
Diploma in Airport Management & Customer Care