

Curriculum Vitae

Ashish Chaudhary

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 Muzaffarnagar, Uttar Pradesh

 Languages: English, Hindi

 Date of Birth: 09 January 2000

Professional Summary

MBA graduate in Human Resource Management and Marketing with hands-on experience as a Record Room Incharge in a medical college environment. A quick learner with a positive attitude, capable of handling responsibilities independently while supporting organizational goals.

Professional Experience

Record Room Incharge

Muzaffarnagar Medical College, Begrajpur, Muzaffarnagar

January 2025 – Present

- Managing and maintaining medical and administrative records with accuracy and confidentiality
 - Coordinating with multiple departments to ensure timely availability of records
 - Supporting compliance and audit-related documentation
 - Ensuring systematic filing and retrieval processes
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Education

Master of Business Administration (MBA) – HRM & Marketing - Dr. A.P.J. Abdul Kalam Technical University (AKTU), 2023

Bachelor of Business Administration (BBA) – HRM - Graphic Era University, Dehradun, 2021

Senior Secondary (12th, CBSE) – 2018

Secondary (10th, CBSE) – 2016

Key Skills & Strengths

- End-to-end coordination and record management
 - Strong communication and interpersonal skills
 - Quick learner with adaptable mindset
 - Team-oriented with a positive work attitude
 - Organizational and administrative skills
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Additional Information

- Willing to learn and grow within HR and administrative roles
- Comfortable working in structured and compliance-driven environments