



ABOUT ME

Detail-oriented professional with experience in both accounting and administrative roles. Skilled in bookkeeping, ledger management, and financial reporting using Excel. Efficient in handling school operations, staff coordination, and maintaining accurate records. Strong ability to streamline workflows and ensure smooth day-to-day functioning.



JOB EXPERIENCE

NSPIRA MANAGEMENT SERVICES 2023 - Present

Accountant (Regional Operations)

Detail-oriented Bench Accountant at Narayana, managing faculty payroll, financial records, and expense tracking. Skilled in Excel, data reconciliation, and coordinating with HR and finance teams for smooth operations.

Admin Officer (School Operations)

Dedicated Admin Officer in Narayana school setting, managing daily operations, staff coordination, and student records. Skilled in handling communications, scheduling, and ensuring smooth administrative processes to support a productive learning environment.

Capri Global Capital (CGCL) 2022 - 2023

Relationship Manager

Result-driven banking sales professional with expertise in promoting financial products, generating leads, and achieving targets. Skilled in customer engagement, cross-selling, and building long-term client relationships.

Ruloans Distribution Services 2021 - 2022

Relationship Manager

Sales and Marketing

MOHIT CREATIONS 2019 - 2021

Executive Officer

E-Commerce online work products sale on Amazon, Flipkart and Order Processing.



SKILLS

Accounts Handling
Management
Excel

MS Office Word
Accounting
Research



LANGUAGE

• ENGLISH • HINDI



HOBBIES

• TRAVELLING
• MUSIC

VIKAS SINGH CHAUHAN

ACCOUNTANT



CONTACT ME

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EDUCATION

12TH CLASS

RBSE BOARD, JAIPUR
2019

B.COM

RAJASTHAN UNIVERSITY
2022

M.COM - PURSUING

RAJASTHAN UNIVERSITY
2024