

Chanchal Singh

• Iglas • Aligarh

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EDUCATION

Bachelor of Arts (B.A.) - Pursuing	Present
D.C.A (Diploma in Computer Application)	Completed
Intermediate (12 th)	May 2021
High School (10 th)	May 2019

SKILLS

Technical

- Power BI
- PowerPoint
- MS Excel, MS Word

Professional

- Effective Analytical Skills
- Communication Skills
- Team work and Collaboration skills
- Customer Handling
- Computer Knowledge

WORK EXPERIENCE

Teaching & Fee-related Operations

- I have Teaching Experience for more than 2 years.
- Managed fee-related inquiries, providing clear and accurate information to parents regarding payment schedules, deadlines, and payment methods.

CAREER GOALS

- Looking to further develop my professional skills in customer service and Human Resource (HR) while taking on new challenges in a fast-paced environment.
- Eager to gain additional experience in leadership roles and contribute to the success of the organization.

DECLARATION

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