

SAURAV KUMAR CHANDRA

CONTACT

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E-90, Rosewood City,
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SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)



PROFILE

I am a motivated and sincere commerce graduate, looking to begin my professional journey in the field of accounts or administration. Though I am a fresher, I am confident in my ability to learn quickly, adapt to new environments, and handle responsibilities with honesty and dedication. I have basic knowledge of accounting principles, MS Office tools, and a strong willingness to improve every day. I value discipline, teamwork, and clear communication. My goal is to grow step-by-step and build a meaningful career by contributing consistently.



WORK EXPERIENCE

Paisa Bazar 2025
Associate Sales Consultant

- Customer-Focused Approach - Skilled at building trust and understanding customer needs to offer the right product or service solutions.
- Strong Communication - Confident in explaining features and benefits clearly, handling objections, and maintaining a positive tone with clients.

D- MART 2024
Cash Officer

- Cash Handling & Transactions - Responsible for receiving, verifying, and disbursing cash accurately while maintaining proper records of all cash transactions in compliance with company policies.
- Daily Cash Reconciliation - Ensures end-of-day cash balancing, prepares cash reports, and identifies any discrepancies for quick resolution.

Eros Hotel 2024
Worked as volunteer for 6 Months

- Guest Assistance & Coordination - Supported guests with check-ins, directions, and event coordination, ensuring a smooth and pleasant experience.
- Team Support & Hospitality Exposure - Collaborated with hotel staff during events and busy hours, gaining hands-on experience in service, communication, and hotel operations.



EDUCATION

Institute of Chartered Accountants of India 2024 - Present
Chartered Accountancy
Foundation Level Cleared

Delhi University 2024 - Present
School Of Open Learning
BCOM