

VIVEK PRAJAPATI

CURRICULUM VITAE

CONTACT

- +917011873339
- vivek20041011@gmail.com
- Bhondsi, Gurgaon

SKILLS

- Time management
- Data insights
- Tax planning
- Analytics & Reporting
- Advanced computer knowledge
- Team coordination skills
- Communication
- Adaptability
- Confident and motivated

LANGUAGES

- English (Fluent)
- Hindi



PROFILE

My name is Vivek and I have interest in Finance . Finance Executive with strong expertise in budgeting, financial analysis, and reporting. Proven ability to optimize financial operations, support strategic decisions, and ensure compliance. Skilled in Excel, financial modeling, and business planning..



EDUCATION

RBSM PUBLIC SCHOOL
Bhondsi,Gurgaon

- 10th class**
Secured 91.8% 2020
- 12th class**
Secured 82% 2022
- DPG DEGREE COLLEGE (MDU AFFILIATED)**
Bachelor's of commerce (Honours)

EXPERIENCE

Internship
From Cannibals media Pvt. Ltd

Feb 2024 -Mar 2024



CERTIFICATIONS

IIDE CERTIFICATIONS

Udemy
Data Analytics And And Data Mining
Financial Modelling
Human Resources
Advanced Excel
Accounting Certificate
Tally ERP