



Chanchal

Professional Summary

At Win Your English & Consultancy, I spearheaded office efficiency enhancements and data accuracy improvements, mastering database management and fostering exceptional customer service. My proactive approach in financial operations and inventory management significantly reduced expenditures, showcasing my adeptness in business administration and project planning.

Work History

Win Your English & Consultancy - Office Assistant

Jagraon, India

08/2020 - Current

- Enhance office efficiency by organizing and maintaining filing systems both digitally and physically.
- Improve data accuracy, entering and updating records in database with keen eye for detail.
- Improve office supply inventory management, reducing unnecessary expenditures by regularly auditing and ordering supplies.
- Support financial operations, processing invoices and payments, contributing to timely and accurate financial reporting.
- Edit and proofread documents for accuracy and completeness.
- Coordinate and schedule meetings and appointments.
- Create and maintain detailed records of all office activities.

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📍 Jagraon, India 142026

Skills

- Database Management
- Project Planning
- Business Administration
- Customer Service
- Scheduling
- Data Entry

Education

04/2020

St. Mahapragya Convent School

Jagraon, Ludhiana

Senior Secondary Education With 69%

04/2018

St. Mahapragya Convent School

Jagraon, Ludhiana

Secondary Education With 67%