Jatin Singh Chouhan

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Summary

Motivated and detail-oriented professional with experience in financial analysis, data interpretation, and project coordination. Proven ability to evaluate performance trends, support strategic decision-making, and contribute effectively to team projects. Strong communication, organizational, and problem-solving skills, with a keen interest in business operations and continuous learning.

Education

Jaipur National University — **Aug 2019 - Jul 2022**
Chemistry, Botany, Zoology — BSc
7.3

Experience

Trans Consulting Private Limited — **March 2022 - March 2024**
Office Assistant — Pilani

- Delivered wide-ranging administrative support, including data input, calendar management, and document handling.
- Utilized advanced Excel functions to maintain well-structured spreadsheets and accurate client records.
- Supported internal operations by coordinating meetings, organizing files, and streamlining routine processes.
- Handled communications and assisted with various day-to-day office responsibilities.
- Regularly recognized for reliability, attention to detail, and consistent high-quality work.

Kadam Assets Finguru LLP — **April 2024 - May 2025**
Administration Executive — Jaipur

- Managed daily office activities and ensured smooth functioning of administrative procedures.
- Handled and updated large volumes of data in Excel with a 99% accuracy rate.
- Facilitated internal documentation workflows and maintained clear communication with clients.
- Prepared and tracked daily reports to assist in informed business decisions.
- Enhanced email management and document tracking systems, improving response times and overall efficiency.

Technical Qualification

RSCIT — **Jul 2018 - Dec 2018**
VMOU, Kota

Data Analytics — **Aug 2024 - Dec 2024**
Cambridge International Qualifications (UK)

Certifications

MS Excel & Functions
Cambridge International Qualifications

Accenture Data Analytics & Visualization virtual experience
Accenture

Prompt Engineering with ChatGPT
ChatGPT

Cyber Security (Virtual Internship)
Deloitte (UK)

Skills

Office Administration & Coordination — **Excel**
Power BI — **Management & Scheduling**
Prompt Engineering — **Project management**
Accounting — **Adaptability**

Languages

English
Hindi