



YASH CHAUHAN

Operations Manager/Founder's Office



LinkedIn profile

Experienced in strategic business planning, growth initiatives, and operational improvements. Proficient in financial management and stakeholder relations. Collaborative and dedicated to building and leading motivated teams, seeking a challenging full-time position to apply strong interpersonal, time management, and problem-solving skills. willing to take on added responsibilities for team success.

CONTACT

+91 - 96673 53105

yashchauhan5139@gmail.com

Faridabad

EDUCATION

NIET, Greater Noida

Bachelor of Technology - IT

2020-2024

CGPA 7.9

Jiva Public School

XII - ISC Board

2019-2020

77%

EXPERTISE

- HR Operations
- IT Operations
- Account Manager
- Corporate Finance
- Graphic Designing
- MS Excel
- Liasoning & Procurment
- Documenation

SKILLS

- Leadership
- Problem Solving
- Creative
- Decision Making
- Communication

WORK EXPERIENCES

TSCx Consulting (Binariq)

June 2024 - Present

Founder's Office

- Supporting director in budgeting and forecasting, creating reports to enhance financial planning.
- Managing all operations like Procurement, Invoicing, Liasoning, HR Administration and IT operations.
- Account Manager for a gulf based project, managing Invoicing with client and stakeholders.
- Streamlining operations by migrating from Excel to Zoho and implementing HRMS and other software tools.

Genius Public School

Jan 2023 - March 2024

Consultant

- Administering over Book-keeping, maintaning Data records. Onboarded all operation from paper to ERP. Supervising other business operations with a key emphasis on enhancing efficiency.

FalconX

Nov 2021 - Dec 2022

Founder

- Providing Digital Marketing, Financial education and other IT services as a consultant.

CERTIFICATIONS

- **IIM-Banglore-edx:** Operations Management
- **COURSERA:** Power BI for financial data analysis
- **Amazon AWS:** AWS cloud Re-start
- **Google:** Google Code-in (Quality Assurance)
- **CYBERYODHA:** Advanced Diploma in Cyber Security