

VAIBHAV JINDAL

Email: jindalvaibhav132@gmail.com

Mobile: +91-6395215466

CAREER OBJECTIVE

Aspiring finance professional with a strong academic background in Finance and Marketing, seeking an opportunity to work in the finance domain where I can utilize my skills in data handling, accounting tools, and business operations to contribute effectively to the organization's growth

EDUCATION

GL Bajaj Institute of Technology and Management, Greater Noida	2023-2025
---	------------------

Master of Business Administration

Minor Specialization- Finance, Marketing

CCS University, Meerut	2019-2022
-------------------------------	------------------

Bachelor of Commerce

Jaypee Vidya Mandir, Anoopshahr	2019
--	-------------

Senior Secondary (12th), CBSE

Jaypee Vidya Mandir, Anoopshahr	2017
--	-------------

Secondary (10th), CBSE

EXPERIENCE

Sales executive at Lawyered LOTS	Feb 2025 – June 2025
---	-----------------------------

- Assisted with lead generation and client follow-ups.
- Maintained client communication logs and sales records.
- Supported the sales team in outreach and reporting tasks.

Gurugram, Haryana

SKILLS Technical Skills

MS Office (Excel, Word, PowerPoint, Outlook)

Data Entry & Data Fetching

Tally ERP

Financial Accounting

Financial Analysis

Business Analysis

Business & Administrative Skills

Marketing & Management

Administrative Assistance

Email Communication & Business Correspondence

LANGUAGES

Hindi

English