

Ayushi Mutreja

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WORK EXPERIENCE

Administrative Executive, Neerja Modi World School, Jaipur Dec 2021- Dec 2024

- Managed and streamlined school records, including student files, attendance, and disciplinary records, improving accuracy and operational efficiency.
- Led the coordination of school events, activities, and special programs, ensuring smooth execution within budget and on schedule.
- Spearheaded the preparation and distribution of educational materials, assignments, and reports, improving accessibility for staff and students.
- Assisted in preparing documents for accreditation, inspections, and audits, ensuring compliance and securing favorable outcomes.
- Organized materials for school meetings, parent-teacher conferences, and staff gatherings, optimizing participation and communication.
- Utilized Excel to track and analyze school event budgets, providing regular financial reports that contributed to cost-effective decision-making.
- Managed data entry and reconciliation of student fee records using advanced Excel functions, including pivot tables and VLOOKUP, ensuring accurate billing and collections.
- Developed Excel-based tools for forecasting and expense tracking, helping to improve the financial planning process for school operations.

Administrative Executive, Seedling Public School, Jaipur Feb 2020-Dec 2021

- Prepare and organize detailed financial reports, presentations, and documentation for meetings, events, and school activities, ensuring accuracy, clarity, and alignment with budgetary goals.
- Serve as the point of contact for parents, students, and visitors, providing information on school policies, procedures, and financial matters related to tuition, fees, and payment schedules.
- Maintain and track inventory records for school supplies, textbooks, and resources, utilizing Excel to analyze costs, manage budgets, and support accurate financial reporting.
- Ensure the effective communication of school announcements (closures, events, emergencies) to relevant parties, while managing associated costs and logistical arrangements.
- Utilize Excel for data analysis, financial forecasting, and the creation of financial models, streamlining processes and improving reporting accuracy.
- Demonstrate strong attention to detail, organizational skills, and the ability to prioritize tasks in a fast-paced environment, ensuring all financial documentation and administrative duties

EDUCATIONAL BACKGROUND

Post Graduate Diploma in Finance

NMIMS, Mumbai Jan 2018 – Dec 2020

Bachelor In Business Administration,

University of Rajasthan

July 2014 – May 2017

SKILLS & PROFICIENCIES

- Fluent in English and Hindi
- Technical Skills:
- Tally| GST| Excel

PROFESSIONAL SUMMARY

Detail-oriented professional with 5 years of experience in administrative and finance roles. Skilled in office management, financial record-keeping, budgeting, and account reconciliation. Strong communicator with a proven ability to enhance organizational efficiency and support business success.