



RESUME

JAYENDRA SURYAN

CONTACT

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Address: -Kherapati Mohalla, Unao
Dist- Datia MP Pin- 475671

SKILLS

SAP Software

Oracle

Microsoft Office

Communication

Time Management

Handling Pressure

EDUCATION

M.B.A. :- Finance & accounts
(Running)

B.A. :- Jiwaji University Gwalior
MP

LANGUAGE KNOW :-

HINDI & ENGLISH

RESUME OBJECTIVE

Executive Accounts with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. with a focus in accounting.

EXPERIENCE

FINANCIAL ANALYST

- Successfully completed the books of accounts without any
- Managed the books of accounts without incurring any losses
- Successful in bringing down the losses for the company

Technical Expertise

- Microsoft Excel
- Bank Statements
- Financial Reconciliation
- Regulatory compliance
- Financial Reporting

Responsibilities

- Responsible to maintain the books of accounts for the company
- Maintain bills and receipts for any transaction recorded
- Draw the trial balance and balance sheet at the end of the year
- Account reconciliation
- Tax calculation, debt collection and financial statement analysis.

DATE :- 10.07.2020

SIGNATURE