

Jayanti Bhardwaj
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CAREER OBJECTIVE

To pursue a challenging career in an esteemed organization where my knowledge and skills contribute to its growth.

WORK EXPERIENCE

13 Years

CURRENT INDUSTRY - SERVICES

- **Company** **Compamedic Instruments Pvt. Ltd.**
- **Duration** **From March 2019 To till now**
- **Designation** **Executive - Finance**

RESPONSIBILITIES

- Working with journals.
- Preparing statutory accounts.
- Calculating and checking to make sure payments, amounts and records are correct.
- Sorting out incoming and outgoing daily post and answering any queries.
- Managing petty cash transactions.
- Controlling credit and chasing debt.
- Reconciling finance accounts and direct debits.

CURRENT INDUSTRY - SERVICES

- **Company** **Indian Society for Bone and Mineral Research (ISBMR)**
- **Duration** **From June 2009 To May 2017**
- **Designation** **Executive to CEO**

RESPONSIBILITIES

- Arrangement for conference National & International
- Daily Routine Work
- Maintaining all work-related accounts
- Maintaining all activities related admin
- Arranging camps in different cities
- Maintaining Petty cash

PREVIOUS INDUSTRY - SERVICES

- **Company** **Boston Reconstruction Pvt. Ltd.**
- **Duration** **2 Year**
- **Designation** **Office Assistant**

RESPONSIBILITIES

- Maintaining Data of clients
- Coordinate with client for new and pending projects
- Filing work
- Maintaining Petty cash
- All work-related administration

PREVIOUS INDUSTRY - SERVICES

- **Company** **Renaissance Finmartz Pvt Ltd**
- **Duration** **1 Year**
- **Designation** **Computer Operator**

RESPONSIBILITIES

- Data Entry
- Filing work
- Maintaining Petty cash
- All work-related administration

ACADEMIC QUALIFICATIONS

- Secretarial Practice Course from YWCA of Delhi
- Post-Graduation From IGNOU (MPA- Master in Public Administration)
- Graduation from Delhi University (Maitreyi college)
- Intermediate from C.B.S.E Board
- Matriculation from C.B.S.E Board

COMPUTER PROFICIENCY

- Basic Computer Knowledge
- Internet
- MS- Office
- One-year diploma in computers from New Horizons

HOBBIES

- Listening music
- Reading Books
- Cooking

STRENGTHS

- Quick learning capabilities
- Positive Attitude
- Convincing skills
- Hard Working

PERSONAL DETAILS

- Husband name Mr. Alok Kumar Bhardwaj
- Date of Birth 28/11/1987
- Marital status Married
- Nationality Indian
- Language Known Hindi & English

DECLARATION

I hereby certify that all the information provided here is correct to the best of my knowledge and belief.

Date :

Place:

Jayanti Bhardwaj