

# Jyoti Chandiramani

+91-8449757562

161, Anjani Puram,  
Near Shanti Vatika  
Marriage Home,  
Albatiya, Awadhपुरी  
Road, Shahganj,  
Agra (U.P.) - 282010

## Objective

To get a suitable & challenging position in an organization that draws upon my strengths & allows me to rise above the routine.

To learn & grow at every given opportunity & there by prove to be an asset to which ever organization I am associated with and enhance my skills.

## Skills

- Excellent skills of multipurpose working.
- Professional and decent behaviour.
- Accountability and adaptability to changing environment.

## Academic Qualifications

- SSC in 2012 from Symboyzia Sr. Secondary School (CBSE Board).
- HSC in 2014 from Symboyzia Sr. Secondary School (CBSE Board).
- Bachelors degree in Business Administration from Dr. MPS College of Business Studies in 2017 affiliated to Dr.Bhim Rao Ambedkar University, Agra.
- Pursuing (2019-2021) Masters Degree in Business Administration from St John's College affiliated to Indra Gandhi National Open University, Delhi.

## Working Experiences

- Worked as a Treasurer in Simpkins School, Agra from April-2019 to June-2020.
- Worked as an Accounts Executive in Shivalik Cambridge College from July-2018 to March-2019.

## Roles and Responsibilities

- Computerized accounting (Preparation of all accounting vouchers with final accounts in computer software)
- Manual Accounting (Preparation of Cash Vouchers, Cashbook, Daybook & Ledgers)
- Computerized Taxation (TDS return, Income Tax Return, Tax Audit Reports).
- Preparation of Salary Sheet, deduction of ESIC, PF & TDS.
- Handling of Cash & Bank balance and all receipts & payments.
- Maintenance of fee collection, fee ledgers & fee dues list.
- Issuing of Transfer certificate & Character certificate.
- Maintenance of Transportation system of school (Fuel requirements, Vehicle maintenance & Transportation cost analysis)
- Maintenance of routine requirements of Staff, Housekeeping & all other general requirements.

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## Highlights

- Certified training in practical accounting for 4 months from 5<sup>th</sup> Oct, 2017 to 4<sup>th</sup> Feb, 2018.
  - Specialization in Banking & finance.
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## Computer Skills

- Proficiency in using MS Office 2010 and earlier versions.
- Internet & related applications and hardware.
- Accounting Software – Tally ERP-9 and earlier versions.

## Personal Details

- Father's Name : Mr. Shambunath Chandiramani
- Date of Birth : 20-Jan-1996
- Languages Known : Hindi & English
- Marital Status : Unmarried

I hereby declare that all above information is true and correct as per my knowledge.

**Date:**

**Place:**

**- Jyoti Chandiramani**