**Curriculum vitae**

Jyoti

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| ***Career Objective*** | My intense desire is to work with esteemed organization for a long run where I could be on my better way to visualize bright career by serving the concern with able professional skills and talent. If I got a chance of working in your organization, I assure you that I will give my level best service to your esteemed organization. |
| ***Educational Qualification*** | 1. M.Com from IGNOU
2. B.Com(H) graduate from DU
3. Advance Diploma in Software Technology (ADST)
4. 12th (Pass) from CBSE Delhi
5. 10th (Pass) from CBSE Delhi
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| ***Professional Qualification*** | * Busy software, Tally ERP-9
* MS office, MS Excel (Pivot Tables, MIS).

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| ***Work Experience*** | * **Employer : M/s SAFFRON ENTERPRISES**

 **(C.P.C. Distributors)****Designation : Account Executive & Sales Coordinator****Tenure : 1st March, 2017 to Present**  * **Work under CA for approx one year as a Trainee from Mar 2016 to Jan 2017.**

 **Accounts & Finance**: Preparations & Checking Data, maintaining and statutory books of accounts, Journal, ledger, Tax Calculation, cash / Bankbook.**Sales:** Orders & Payments Follow-up, Creativity, Client Relationship, Written & Verbal Communication, Maintaining accurate records.**Job Profile*** Handling accounts work on Busy/Tally ERP-9
* Billing (Tax Invoice, Retail Invoice & Service Invoice )
* Maintenance of Computerize account books.
* Cash/Bank Reconciliation and Party Reconciliations
* Preparing daily expenditure reports Daybook Maintained, Billing ,Voucher making
* Preparing TDS & GST detail & report
* Monthly Income Expenditure Report
* Maintaining records of goods ordered & dispatched,
* Maintaining records of pending payments & Received payments,
* Handling Customer questions, inquiries & Complaints
* Preparing Authorization letters, Incentives for IIIrd party
* Quotation Preparation
* Refund Claim and Commissions
* Admin Work
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| ***Computer Proficiency*** | **Fundamentals of computer*** MS Office
* Email Communication
* Internet Research
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| ***Strength*** | * Ready to learn and adopt new things.
* Problem Solving Skills.
* Hard working ambitions and self-motivated.
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| ***Hobbies & Interest*** |  Reading, Traveling, Music, Painting, Sketching. |
| ***Personal Profile*** | **Name**  : Jyoti**Father’s Name** : Mr. Narender Kumar**Sex**  : Female**Marital Status** : Un-Married**Date Of Birth** : 13th of October, 1994**Language**  : English, Hindi & Punjabi |
| ***Declaration*** | I hereby declare that the above information furnished by me is correct and actual to the best of my knowledge. |