**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 |
| ***Professional Qualification*** | * Busy software, Tally ERP-9 * MS office, MS Excel (Pivot Tables, MIS). |
| ***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 |
| ***Computer Proficiency*** | **Fundamentals of computer**   * MS Office * Email Communication * Internet Research |
| ***Strength*** | * Ready to learn and adopt new things. * Problem Solving Skills. * Hard working ambitions and self-motivated. |
| ***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. |