

Curriculum vitae

Jyoti

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<u>Career Objective</u>	<p>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.</p>
<u>Educational Qualification</u>	<ul style="list-style-type: none">a) M.Com from IGNOUb) B.Com(H) graduate from DUc) Advance Diploma in Software Technology (ADST)d) 12th (Pass) from CBSE Delhie) 10th (Pass) from CBSE Delhi
<u>Professional Qualification</u>	<ul style="list-style-type: none">• Busy software, Tally ERP-9• MS office, MS Excel (Pivot Tables, MIS).
<u>Work Experience</u>	<ul style="list-style-type: none">➤ Employer : M/s SAFFRON ENTERPRISES (C.P.C. Distributors)Designation : Account Executive & Sales CoordinatorTenure : 1st March, 2017 to Present ➤ Work under CA for approx one year as a Trainee from Mar 2016 to Jan 2017. <p><u>Accounts & Finance:</u> Preparations & Checking Data, maintaining and statutory books of accounts, Journal, ledger, Tax Calculation, cash / Bankbook.</p> <p><u>Sales:</u> Orders & Payments Follow-up, Creativity, Client Relationship, Written & Verbal Communication, Maintaining accurate records.</p> <p><u>Job Profile</u></p> <ul style="list-style-type: none">➤ 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

<u>Computer Proficiency</u>	Fundamentals of computer <ul style="list-style-type: none"> • MS Office • Email Communication • Internet Research
<u>Strength</u>	<ul style="list-style-type: none"> ✓ Ready to learn and adopt new things. ✓ Problem Solving Skills. ✓ Hard working ambitions and self-motivated.
<u>Hobbies & Interest</u>	Reading, Traveling, Music, Painting, Sketching.
<u>Personal Profile</u>	Name : Jyoti Father's Name : Mr. Narender Kumar Sex : Female Marital Status : Un-Married Date Of Birth : 13 th of October, 1994 Language : English, Hindi & Punjabi
<u>Declaration</u>	I hereby declare that the above information furnished by me is correct and actual to the best of my knowledge.