**JYOTI GOVIND SAHU**

**ROOM NO. 95 NEW PARSI CHWAL, NEAR Goldfield building, BANDRA LINK ROAD,**

**SION WEST, MUM- 400017. MOB; 8070456910**

**EMAIL ID: jyotisahu603@gmail.com**

**Synopsis :**

**Possessing excellent communication and collaboration skills to lead and work in concert with diverse groups effectively.**

**Adroit at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively.**

**An effective communicator with excellent interpersonal & relationship building skills. Excellent decision making skills with a positive approach.**

**Professional Qualifications :**

* **M.COM Passed from Mumbai University**
* **T.Y. B.com Passed from Mumbai University**
* **H.S.C Passed from Maharashtra Board**
* **S.S.C Passed from Uttar Pradesh**

**Employment History :**

**Intersight Holidays Private limited (Oct 2017 to Present)**

**Designation: Accounts executive (Tally ERP 9)**

**Brief Job Description:**

* **Preparation of bank Reconciliation of daily basis.**
* **Preparation of Debtor's statement on weekly basis & follow up the payments.**
* **Help to senior for preparation of finalization of account.**
* **Day to day Accounting transaction in XL & Tally 9 ERP software.**
* **Preparation of (Supplier) Outward Bank Remittance.**
* **Online banking transaction, manage banking status.**
* **Payments of all Venders and Official Expenses.**
* **Handle petty cash book.**
* **Making payment entry, receipts entry, purchase entry, sales entry, contra entry, credit notes.**
* **And overall expenses record in tally and Excel Sheet.**
* **Supervise Petty Cash Matters relating to Expenditures and further Funds Releases.**
* **Finalization of Trading & Profit & Loss Account, Balance Sheet & Other reports with the help of CA.**
* **GST preparation of return filing and GST calculation.**
* **Making GST invoice in tally ERP 9 software.**

**Child Health Foundation (June 2016 to Sept 2017)**

**Designation : Back office Executive**

**Brief Job Description :**

* **Making the cash receipts.**
* **And overall expenses record in Excel Sheet.**
* **Issue the Certificate for Donations.**
* **Mange the Charity Events.**

**Skills**

* **Microsoft office (Including Microsoft word, Power point, Outlook)**
* **Microsoft Excel**
* **Tally ERP 9 software.**

**Certification & Training :**

* **Certificate in Basic Computer Course.**
* **Certificate in MS-CIT.**
* **Certificate in Tally ERP 9.**
* **Certificate in Advance Tally ERP 9.**

**Hobbies & Interest :**

* **Travelling**
* **Reading & playing indoor game**
* **Cooking**

**Language Skills :**

* **English**
* **Hindi**
* **Marathi**

**Personal Details :**

* **Date of birth : 30th June 1995**
* **Marital status : Unmarried**
* **Father Name : Govind Shriram Sahu**
* **Nationality : Indian**
* **Religion : Hindu**

**Date :**

**Place : Mumbai**

**(Jyoti Govind Sahu)**