**CURRICULAM VITAE**

**Jyoti**

**Address: House No 283/B MUNIRKA VILLAGE NEW DELHI -110067**

**Mobile :8802954636**

**Email ID: jyoti040987@gmail.com**

**CAREER OBJECTIVE:**

To have a professional opportunity and work environment where I can prove my efficiency along with achieving job satisfaction.

**Educational Qualification:**

⮚B.Com from I.G.N.O.U New Delhi in 2012.

⮚10th +2 from CBSE Board New Delhi in 2005.

⮚10th from CBSE Board New Delhi in 2003

**PROFESSIONAL QUALIFICATION:**

⮚One year diploma in Software Technology from Eiffel Education (Munirka New Delhi -67).

**COMPUTER PROFICIENLITY**

**⮚Basic MS-Office**

⮚**Accounting Package:-** Tally Prime, Tally 7.2, 6.3 & 5.4,PACT, FOCUS, SAP

⮚**Typing Speed: -** English 30 wpm

**WORK EXPERIENCE:**

* Worked in Arunodaya Travels, Vasant Vihar New Delhi -110057 as Accountant Assistance since Aug 2006 to May 2007.
* Worked in Eiffel Education, Munirka New Delhi-110067 as a Computer Teacher since June 2008 to January 2010.
* Worked in **Gland Pharma Ltd, Munirka New Delhi-110067** as Junior Executive from Feb 2010 to June 25.06.2024.
* Working in **CHEMICAL A TO Z ENTERPRISES**, Nehru Place New Delhi from 20.06.25 to till date.

**SKILLS**

* Making Billing (As per Party/Hospital Purchase order).
* Making Eway bill (Manual)
* Maintain payments (Check PDC/NEFT as per invoice value).
* Making Credit note /Debit (As per expiry received from party after checking batch and billing rate.
* Making Monthly GSTR 01 (As per sales data).
* Making GSTR 3B (After collecting all date Sales/ Purchase/ Other purchase/ RCM, Credit or Debit note.
* Physical stock verification from Go-down.
* Checking Sales return physical stock from party for making Credit notes.
* Able to make Manual Payment Register and Ledger,

**STRNTGTH:**

⮚Determination, Focus Vision, Clarity of thought and Clarity of objective Capacity to listen and hard work.

**PERSONAL DETAILS:**

**Father's Name :** Mr. Kishan Singh

**Mother's Name :** Mrs. Laxmi Devi

**Date of Birth :** Sep 4th 1987

**Gender :** Female

**Nationality :** Indian

**Marital Status :** Married

**Language Known :** Hindi, English

**DECLARATION:**

⮚I hereby declare that the above written particular are true to the best of my knowledge.

**Date:**

**Place: *(Jyoti)***