

JYOTHI



CONTACT

MOBILE : +971-545 703 936

EMAIL : jyothivurmila@gmail.com

PERSONAL DETAILS

Nationality : Indian

Marital status: Married

Gender : Female

Languages. : English, Hindi & Telugu

PASSPORT DETAILS

Passport No : X4494789

Issue Date : 23-03-2024

Exp. Date : 22-03-2034

Visa status : Vist visa

SOFTWARE SKILLS

D.C.O.M. from PACE Institution,
Hanamkonda.

Tally Focus, ANR Institution, Hyderabad.

Zoho Book Soft skills.

OBJECTIVE

Seeking a challenging career in an organization that provides the right environment for professional growth and fully utilizes my skills to increase efficiency and profitability of the organization besides offering job security. Willing to take higher responsibilities and learn new skills.

ACADEMIC PROFILE

- M.B.A. from (SVU, Tirupathi)
- M.COM. from Kakatiya University, Warangal.
- B.Com. at L.B. College, Warangal.
- Intermediate (Office Assistantship) at Govt. Junior College, Hanamkonda.
- S.S.C. from Govt.Girls High School, Hanamkonda.

WORK HISTORY

ACCOUNTING CLERK

SNT International LLC - Dubai

2023-2024

STORE ACCOUNTANT

Varsity Educational India Pvt.Ltd - India

2017-2021

To review and post the Journal / Cash / Bank Entries and Co-ordination with Finance Head to do the transactions.

TECHNICAL PROFILE

- Type Writing (Higher & Lower) English from State Board of Technical Education, A.P.Hyd

STRENGTHS

- Willingness to learn and adaptability to put learning into practice
- Adaptable to environmental changes
- Aging positive attitude

- Execution of Profit and Loss Account of Country Vacations Lucknow branch on Monthly basis.
- Execution of MIS Report as per prescribed format provided by the management on weekly basis.
- Posting of Cash and Bank Entries with the support of Bank Statement and bills on daily basis in an authorized ERP.
- Posting of Journal Voucher with the support of Bills provided by Creditors as to make the payment later.
- Posting of Accrual Entries such as Salaries, Rent, Telephone, Electricity, Incentives on monthly basis.
- Checking the amount provided in the Journal Entry if it is below the threshold of Rs.5000. County Club (India) had a policy stating any expense below 5000 should not be accrued.
- Execution of Inter Branch Reconciliation of Country Vacations Lucknow with Branches and Head Office.
- Execution of Internet Banking i.e transfer of funds one account to other, through Net Banking, NEFT, and RTGS etc.
- Also execute Bank Letters such as to Pay Order/ Demand Draft Request / Transfer Letter to the Bank to the transactions.
- Coordinate internal audits and rectification on audit quarries as per the audit schedule.
- Execution to Creditors ledger, Debtors Ledger
- Reconciliation on monthly basis.
- Responsible to maintain and arrange petty cash payments of creditors after duly verification of bills on daily basis subject to bills are below threshold amount of Rs.5000/-
- Responsible to maintain and arrange bank payments of creditors after duly verification of bills.
- Execution of Employees incentives statements on monthly basis as per management schedule.

TAXATION WORK

- Execution of Service Tax, VAT, entries and posting in accounting software on daily basis.
- Execution of TDS on salaries, Rent and contractors posting in FOCUS software on monthly basis.

DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

JYOTHI