

GAYATRI .B. YADAV

Accountant

A talented, analytical and team-oriented graduate with a Bachelor of Commerce in Accounting degree. Looking to contribute exceptional accounting and financial skills to achieve the goals of the organization.



✉ gayatriyadav99196@gmail.com

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📍 Vill- Semari, PO- Mahadev Ghurhu, Teshil- Itwa, (272192), UP., Siddharthnagar, India

EDUCATION

B. Com

Bachelor of Commerce from Mumbai University

2017

Intermediate (Commerce)

Sanpada College of Commerce and Technology

2014

High School

Navjeevan Hindi High School

2012

WORK EXPERIENCE

ACCOUNT EXECUTIVE

JJ & ASSOCIATES

Mumbai

Achievements/Tasks

- -Maintain all types of accounting entries In Tally ERP-9 and GST filing.
- Maintain bank reconciliation statements with Debtors & Creditors.
- Maintain Sales & Purchase invoices with payment and receipt with the upkeep of an accurate accounts filling system.
- Maintain journal entries, Debit & Credit notes with Exp. invoice.
- Maintain day-to-day books of accounts & reporting to the upper management.
- Ensuring that information is accurately collated & entered into the system.

Sales Executive

Sincetele Info Solutions Pvt Ltd

Mumbai

Achievements/Tasks

- Meet and greet customers and make them feel welcome.
- Devising and implementing the organization's sales strategies.
- Building reports with customers and subsequently closing the deal.

SKILLS

MS Office

Advance Excel

Tally ERP 9

MS-CIT

BRS

GST

Book Keeping

Communication Skills

Selling

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

PERSONAL TRAITS

Good command of English.

Ability to quickly grasp new concepts.

Believes in smart working.

Patient and good interpersonal skills.

Punctuality & time management.