

# 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.



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☎ 9137883081

📍 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.