

CHANDNI T JAYAN



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My objective is to engage in a career that will allow for progress in terms of expertise, socio economic development, and innovation through exposure to new ideas for professional growth, as well as growth of Company. And to build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges.

WORK EXPERIENCE

1. ACCOUNTS TRAINEE

THOMAS SHANTI AND COMPANY

07/2022 – 04/2023

Duties

- Maintaining and entering accounting transactions in Tally Prime.
- Bank Reconciliation and accounts payable, receivable reconciliation.
- GSTR-1 and GSTR-3B filing.
- Income Tax Portal registration for Individuals.
- TDS working and filing.
- ITR working and filing.

2. CUSTOMER SERVICE EXECUTIVE

MUTHOOT FINCORP PVT LTD

01/2022 – 05/2022

Duties

- Identify and assess customers' needs to achieve satisfaction.
- Target achievements.
- Handle customer complaints, provide appropriate solutions.

3. ACCOUNTS EXECUTIVE

LE-CABZ

12/2020 – 12/2021

Duties

- Maintaining of travel accounting processes including vendor payments.
- Billing.
- Maintaining company's outstanding reports.

EDUCATION

- Degree- B.com Computer Application
The Cochin College, Kochi (MG University)
07/2016 – 04/2019
- Plus Two- Commerce Computer Application
Govt HSS for Girls, Ernakulam
06/2014 – 03/2016
- SSLC
ST.Teresa's C.G.H.S.S Ernakulam
03/2014

SKILLS

Tally Prime

MS Office

Tally ERP.9

LANGUAGES

- English
- Malayalam
- Hindi

STRENGTHS

- Team player and self confidence.
- Positive Attitude.
- Good Communication Skill.

PERSONAL INTEREST

- Dancing
- Traveling

DECLARATION

I hereby certify that above information is true and correct to the best of my knowledge and belief.

Place:

Date:

Yours Faithfully

Chandni T Jayan