



Curriculum Vitae

YASHCHANDNANI

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ABOUTME: -

"I would like to be a part of an organization that fosters personal growth and Provides me challenging opportunities where I can utilize my academic skill and exposure towards achieving the Goal of Organization."

CAREEROBJECTIVE:-

To be part of an enthusiastic work environment, where I can use my technical skills to accomplish organizational goals.

Skills:-

- Typing Skill(45 WPM)
- Excel, Outlook ,Word
- Knowledge of Accounts
- Maintain Relationships
- Marketing

ACADEMICBACKGROUND:-

STUDY	COLLEGE	BOARD	PERCENTAGE/SCORE/CGPA
B.COM	SS JainSubodhPGCollege	UNIVERSITYOF RAJASTHAN	Graduated
12 th	<u>MahaveerPublicSchool</u>	C.B.S.E.	65.4%
10 th	<u>MahaveerPublicSchool</u>	C.B.S.E.	72.2CGPA

EXPERIENCE:-

ACCOUNTANT(INTERNSHIP2021)

CA N.K. JAIN

- Update daily bank transactions.
- Update daily sales and Purchase.
- Find the errors and rectify them.
- Worked on Tally Software
- Worked on Info zeal accounting software

FINANCE MANAGER CUM ACCOUNTANT (2022-2024)

BLUEBERRY TOURS AND TRAVELS (INDIA AND SOUTH AFRICA)

- Update daily purchase and sales entries.
- Update daily bank transaction.
- Prepare weekly/monthly reports.
- Bank Reconciliation
- Crossing Accounts Payables
- Crossing Accounts Receivables
- Checking debtors Reports(weekly)

- Checking Supplier Reports(Fortnight)
- Ageing Analysis(monthly basis)
- Daily Payments
- Maintain cash book daily basis (Physical , excel and software)
- Handling cash
- Providing Invoicing to clients
- Follow ups with outstanding Debtors (mailing)
- Handling daily to daily expenses
- Maintaining Expenses receipts
- Prepare Daily Sales Report

ACHIEVEMENTS:-

- Certificate for participating in “XVIII Mayoor Challenge Cup Cricket Tournament” held in 5th-8th November, 2019.

QUALITATIVE SKILLS:-

- Ability to work in new challenging environment.
- Willingness to work in groups.
- Willingness to learn thing

