



# Curriculum Vitae

# YASHCHANDNANI

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Mobile No:-+91-6376167757

## **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 <sup>th</sup>	<u>MahaveerPublicSchool</u>	C.B.S.E.	65.4%
10 <sup>th</sup>	<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 Mayoora Challenge Cup Cricket Tournament” held in 5<sup>th</sup>-8<sup>th</sup> November, 2019.

#### **QUALITATIVE SKILLS:-**

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

### STRENGTHS:-

PositiveAttitude,Confidence,goodcommunication

**INTERESTS:-**

## Listening Music

## Playing different sports.

**PERSONALDETAILS:-**

**DOB:21<sup>st</sup>October2001**

**LANGUAGES KNOWN:**English, Hindi

**FATHER'S NAME:** MaheshKumar Chandnani

**MOTHER'S NAME:**Sheela Chandnani

**ADDRESS:**FLATNO.202SDCOASISBUILDINGNEARJANTACOLONYJPR302004

**I CONFIRM THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

**DATE:**

**SIGNATURE:**

