



JYOTHISHA C J

PROFILE

Seasoned and successful account executive bringing 4 years' experience in manufacturing industry. Seeking a challenging job environment that encourages learning provides exposure to new ideas.

CONTACT

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ADDRESS:

34b, Al Rashidiya, Dubai

Visa status: Visit Visa

Visa expiry on 06/04/2023

PERSONAL DETAILS

Date of birth: 16/02/1991

Gender: Female

Marital status: Single

Passport No: V6596888

Date of issue: 02/02/2022

Expiry Date: 01/01/2032

Nationality: Indian.

SOFTWARE SKILLS

SAP ERP 9

MS Excel

MS Word & Power point

Tally

Data entry

Google sheet & FRP

EDUCATION

- **Bachelor of Commerce (2019-2022)**
M.G University
- **Diploma in Data entry technique and PC maintenance (2010)**
Institute of Human Resource Development
- **Diploma in Financial Accounting (2009)**
G-Tec Education
- **DTP (2008)**
G-Tec Education

WORK EXPERIENCE

Accounts Executive
Kitex Limited, Kerala, India
July 2019 – February 2023.

- Create Purchase order as per the Merchandiser demands.
- Ensure the correctness in the quality, quantity, specification of the materials received from vendors.
- Listen and sort out the complaints of vendors if any.
- Account the Invoices without lagging of payments.
- To ensure the smooth issue of materials to the production department.
- Update Google sheets & FRP.
- Create Gate entry and MIGO for all Invoices.
- Cross check the purchase order before closing.
- Transfer material stock from one SO to another SO in SAP.

Office Executive
Kitex Limited, Kerala, India
Nov 2010–Mar 2012

- Create spreadsheet with large number of figures without mistake.
- Updating existing data.
- Verify data by comparing it to source document.