

Muskan Jhamtani

Contact Details:

Ahmedabad, India, 382475.

☎ +91 7874443107

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Personal Details:

☑ DOB : 25th March 1995.

☑ Gender : Female

☑ Nationality : Hindu (Sindhi)

Skills:

☑ Hardworking.

☑ Self-confidence.

☑ Basic in Microsoft.

☑ Tally erp9.

☑ Tally prime .

☑ Stock analysis

☑ G.S.T. (GST-1, GST-2
GST-3B).

☑ T.D.S (Quarterly).

☑ Expense and budget management

☑ T.C.S.

☑ Sales reporting

☑ Financial data analysis

☑ Stock management

☑ PURCHASE.

☑ Performance tracking

☑ Team management

☑ Training and development

☑ J.V .

☑ BANKSTATEMENT

Certifications

☑ Tally Erp9

☑ Advance Excel.

☑ Tally Prime

Hobbies

☑ Cooking

☑ Music

☑ Traveling

Languages

☑ English

☑ Hindi

☑ Gujarati

☑ Sindhi

Experience

January 2012 To June 2013.

Tele caller at "Ashram Road" , Ahmedabad, India.

☑ Answer 15+ customer calls per hour, exceeding the target rate by 20%

☑ Maintained friendly and professional customer interactions.

☑ Attain 95% customer satisfaction rating for providing customer service

☑ Apply thorough product knowledge to rectify customer issues quickly

☑ Created promotions, deals and sales based on trends and money-making opportunities.

☑ Upskill and cross-train new customer service agents on the team

July 2013-June 2023.

Accountant – "Rajshree Cotton World Pvt. Ltd." , Ahmedabad, India.

☑ Working on Purchase and sales entry, GST return E-filing, GST Registration, Bank Reconciliation, Creditor and Debtors reconciliation and Finalization

☑ Bank reconciliation, Age payable and Age Receivable reconciliation

☑ Day to day Bookkeeping on software like Tally Prime

☑ Preparing and reviewing Bookkeeping and Workpaper for Management Accounts..

☑ Handling 8-10 people team.

Till.

Ahmedabad, India.

☑ Working on Purchase department in Oracle Software

Education

10th

June 2023 to

Accountant – "GTPL",