

Jaya M. Motwani

EXPERIENCE

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8454071459



Bldg No. 21, Room No.
734, Swastik Society, near
Shiv Mandir, Kopri Colony,
Thane East

OBJECTIVE

- Seeking a position that will enable me to contribute towards the goal of the organization as well as to learn and enhance my skills and abilities.
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SKILLS

- Self-motivated, mentally strong and hard working.
 - Capable to learn new things fast & detail oriented.
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PERSONAL DETAILS

- DOB: 23/03/1998.
- Gender: Female.
- Languages Known: English, Hindi.
- Hobbies: Playing Badminton, listening to songs.

- Company: KServe Bpo Pvt. Ltd.

Designation: Accounts Executive.
6th June 2018 - Present

Responsibilities: BRS, Sales entries, Receipt entries Journal entries, Petty cash, Bank payments, Vendors bill booking, RTGS & NEFT. Vendor payouts Follow-ups with vendors, FNF, Preparing Invoices, Statutory Payments like TDS, Online payments, Preparation of Purchase Orders.

EDUCATION

- **BBI:** 5.3 CGPA [2015-2018]
Ket's V. G. Vaze College: Mumbai University
 - **H.S.C:** 78.77% [2015]
Holy Angels Jr. College: Mumbai University
 - **S.S.C:** 67.64% [2013]
Bharat English School: Mumbai University
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COMPUTER SKILLS

- Certified Course of Tally 9.0
 - Certified Course of MSCIT, V-look-up
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EXTRA CURRICULAR ACTIVITIES

- Organizing committee (College Fest-Dimension)
- Dancing at college events.
- Participated at social activities by NSS

