

Jyoti Pandey

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ABOUT ME

Hi, I am Jyoti Pandey. I have completed M.Com and B.Com in Marketing. skilled in MS Office tools and Tally ERP9. Looking for Entry level job in Accounting, Finance or Marketing. I am good at learning and collaborating with others. I have developed these skill during my college when I used to participate in all kinds of cultural activities like dancing, aerobic, drama etc. And I am really hard working individual, who seeks minimum guidance to get job done, Really looking forward to working with you and start my profession career journey. –Thanks

EDUCATION

ABVV - (Atal Bihari Vajpayee Vishwavidyalaya)

M. COM in Marketing With 84%

Bilaspur Chhattisgarh, IN

July 2020 – June 2022

ABVV - (Atal Bihari Vajpayee Vishwavidyalaya)

B.COM in Marketing With 62%

Bilaspur Chhattisgarh, IN

July 2017 – June 2020

EXPERIENCE

Intern

Ms L C Katre

July 2021 – Sep. 2021

Korba Chhattisgarh, IN

- Worked on MS Excel, to collect and prepare data.
- Worked on Tally ERP, to consolidate bank transactions.
- Worked on preparing RTGS.
- Prepared proposal letters in MS Office.
- Collaborated with colleague to understand the use-case and information gathering.

SKILLS

Professional Proficiency: MS Excel, Tally ERP9, MS Office Tools.

Communication skills: English & Hindi

INTEREST

- * Analyst
- * Accounting
- * Finance
- * Marketing
- * Managements

ACTIVITY

- * Completed Udemey certification in Microsoft Excel - Excel from Beginner to Advanced
- * Completed Udemey certification in Tally Erp 9 + Tally Prime + GST 2022 - Certificate Course