

Jyothi A M
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Bangalore, KA, INDIA

Objective / Summary

- 6+ years of experience on excellence in maintaining a reporting system of accounts.
- Proficient in evaluating internal control systems/ Procedures of highlighting shortcomings and implementing necessary recommendations.
- Good knowledge and experience in guest relationships and team handling.

Professional Experience/Role

- 1 year 9 months with Bhima jewelers, Bangalore as a guest relationship officer
- 4 year 6 months with joyalukas, Bangalore as receptionist and senior sales.

Key Area:

- Supervised invoice billing, Customer relationship
- Coordinated with team and customers for managing business improvement while ensuring smoothly.
- Maintain and track the customer details for the scheme.

Skills

- MS Office (MS Word, Excel, PPT)
- Tally ERP.

Core Competence

- Finance & Accounts
- Compliance management
- Process migration & operations
- Team Management

Certifications

- Certifications from ROBOTECH center for computer training course in 2017
- Certification from royal academy, mangalore for bank training in 2018
- Certification of Platinum And Diamond sales training.

Roles & Responsibilities

- Responsible for Sales & target achievement with team.
- Responsible for handling the people management.
- Responsible for invoices, billing and report.
- Responsible for first level escalation.
- Responsible for company products training & certification.

Education

Qualification	B. Com First grade college
Year of Passing	2017
University	Kuvempu University, Shimogga

Personal details

W/o Manoj Y R
DOB: 11/01/1997
Gender: female
Marital Status: Married
Language: Kannada, English.

Declaration

I hereby declare that all the information furnished above is true to the best of my belief.

Date:
Place: Bangalore

(Jyothi A M)