JYOTHI CHAPPA

Mobile

**00971 58 100 9980**

Email

**jyothichappa7@gmail.com**

Address

**Shabia-10, Musaffah, Abu Dhabi.**

Objective

*Accounts graduate, learning MBA in Finance having experience in accounts field seeking a challenging environment to contribute my level best in achieving the team goal and contribute to growth of the organization along with my personal growth in the industry.*

Education and Qualification

|  |  |  |  |
| --- | --- | --- | --- |
| **Merit** | **Year** | **Board/University** | **Percentage** |
| Matriculation | 2005 | SBSZP Highschool, AP | 85% |
| Diploma | 2009 | Govt. Polytechnic, Nandigama | 70% |
| Degree (BCom.) | 2012 | Andhra University | 80% |
| MBA(Finance) | - | Pursuing (12mb00077) | - |

**Skills**

* Thorough knowledge in accountancy
* Good knowledge about Marketing management
* Excellent Presentation Skills
* Good Communication Skills
* Analytical Skills
* Reasoning Ability
* Team Player

Computer Skills

* Programming Languages: JAVA, NET, PHP, VISUAL BASICS, SQL, C, & C++
* Operating System: Windows
* Web Designing: HTML
* MSOFFICE

Work Experience

**VAT Accountant:** 2018 until 2019

General VAT Contracting Company, Shabia, Abu Dhabi.

**Accountant:** 2017 until 2018

Arab Towers International Trading Co. LLC, Mussafah, Abu Dhabi.

**Cashier cum Accountant:** 2016 until 2017

World Golden City Super Market, Mussafah, Abu Dhabi.

**Key Responsibilities:**

* Preparing Daily Bank Balance Report.
* Checking and submitting all cash bills for replenishment.
* Reconciliation all credit card bills for replenishment.
* Prepare and issue correct payment receipts to customers
* Preparing customers collection report for credit division.
* Review and audit all money transactions

**Accountant cum Office Admin:** 2008 until 2013

Aditya College, Gopalapatnam, Vizag, India.

* Provide clerical support to department administrator/related specialists
* Coordinate meetings and in-service training sessions relating to department goals.
* Process purchase orders and manage office supplies.
* Prepare documents such as Letters, memos, emails, and weekly reports
* Purchase and maintain stationary inventories, adhere budgeting practices
* Prepare and distribute minutes of meetings.

Personal Details

|  |  |
| --- | --- |
| Sex | Female |
| Marital status | Spinster |
| Nationality | Indian |
| Date of Birth | 22 Sep-1990 |
| Passport Number | M 0467190 |
| Visa Status | Visit visa – Valid till 25 Mar 2023 |
| Languages Known | English, Hindi, Telugu |

**Declaration**

I hereby declare that the above-mentioned information is correct up to my knowledge and I am responsible for correctness of the above-mentioned particulars.

JYOTHI CHAPPA