

CURRICULAM -VIATE

Ms.Jyoti Barman

C/O- Anil Ch Barman

Address:

1 NO TALTAIA (KALITAKUCHI),

P.O. SATGAON-781027

Dist. KAMRUP (Assam)

Ph. No. : 9401952647/9085431028

OBJECTIVES

- Aspiring for a significant and challenging career.
- Accumulating new concepts and knowledge.
- To work in a professional environment where I can contribute myself and enrich my skill according to the latest norms of the organization and to work towards achieving the goals.

"I believe in Team Work"

EDUCATIONAL QUALIFICATION

- Completed B.Com from Guwahati Commerce College under Guwahati University securing 53%
- Completed HSSLC under CBSE (KV NARENGI) securing 74%
- Completed HSLC under CBSE (KV NARENGI) securing 73%

OTHER QUALIFICATION

Completed Diploma in Computer Application under CEC Narengi

COMPUTER SKILL

Competent user of MS-Office 2007, Tally 9.0, Internet and software

WORK EXPERIENCE

1. As a Front Office Executive Cum accounts assistant in Hotel Prag Continental **Guwahati** from Nov2012 till Oct 2014 .
2. ANJAYBEE INFOTECH

(A reputed Group known as NJB, A Domestic Call Center of Aircel, Airtel, Vodafone etc . From June 10 to June 11.

3. Bajaj Allianz

A reputed Group known as Bajaj Allianz. From April 2012 to Oct 2012.

PROFILE

Registration of guest.

Preparing police report and sending to police station.

Preparing Day Sheet

Preparing ledgers and subsidiaries.

Preparing purchase vouchers.

Handling cash inflow and outflow.

SOFT SKILLS

- Flexible to work in any job environment.
- Quick adaptability to new technologies and zeal to improve technical skills.
- Relationship building is one of my strong areas

PERSONAL PROFILE

Date of Birth	:	21.07.1991
Father's Name	:	Anil Ch Barman
Nationality	:	Indian
Marital Status	:	Unmarried
Languages Known	:	English, Hindi, and Assamese
Phone No.	:	09401952647/ 9085341028
Email	:	Jyotibarman05@gmail.com

Miscellaneous: The above credentials along with my enclosed resume make me ideally suitable for a position in your organization. I would appreciate an opportunity for a personal interview.

Date:
Place: Guwahati

(Jyoti Barman)