

RESUME

Gohil Jayshree R.

M.B.A, Finance
B.B.A

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OBJECTIVE

To be a successful professional having effective holds over management and Financial skills and to use same to achieve individual and organizational goals. Continues improvement in myself as well as enhance my knowledge, strength and ability for make me good in organization.

KEY ROLES & RESPONSIBILITIES SHOULDERED

❖ Noble Electrade Pvt.Ltd.

- Handling account and finance activities on ERP/Tally system.
- Payment Planning and execution.
- Making payment to the vendor.
- Handling account payable and receivable.
- Handling all Banking channel finance.
- All Bank account Transaction handling & Reconciliation.
- Manage cash flow.
- Verify and approve all expenses.
- Set credit limit & credit days for customers.
- Manage finance.
- Preparing reports of debtors and creditors.
- Monthly finance analysis.
- Bank & cash receipt entry.
- Manage to keep book of accounts up to date.
- TDS, GST, ESCI, PT Making payment.

❖ India Infoline Finance Ltd.

- Handling inquiries from customers regarding loan against gold and Home Loan.
- Daily login more than 10 gold loan file and uploading Require Document in system.
- Initiate for CIBIL if require in case.
- Maintain Login and Disbursement data.
- Explaining terms & conditions of the product to the customer.
- Ensuring that all the KYC documents are verified with original.
- Ensuring all the customer details are filled up in gold loan system.

ORGANISATIONAL EXPERIENCE

Organisation	Position	From	To
Noble Electrade Pvt.Ltd.	Account &Finance Manager	June 2017	MARCH 2022
India Infoline Finance Ltd.	Sr officer Gold Loan	June 2015	May 2017

PROJECT WORK & INTERNSHIPS

Title	Company Name	Description	Start Date	End Date
Summer Internship Project MBA Sem-2	Rajkot NagrikShakari Bank Ltd.	Comparative analysis of performance of RNSB with other corporative bank in application of CAMEL model	12-06-2014	28-07-2014
Industrial Training Report BBA Sem-4	Ravi Technoforge Pvt.Ltd.	A Industrial Training Report on Ravi technoforge Pvt. Ltd.	11-01-2012	25-01-2012
Financial Project Report B.B.A Sem-6	Reliance Mutual Fund	An industrial training report on analysis of various scheme of Reliance Mutual Fund	07-01-2013	24-01-2013

QUALIFICATION

Course	Board/University	Year of passing	Percentage
MBA	GTU	2013-15	8 Spi
BBA	Saurashtra Uni., Rajkot	2010-13	65.14%
HSC	G.H.E.B. Gandhinagar	2009-10	69.29%
SSC	G.S.E.B. Gandhinagar	2008-09	65.38%

KEY SKILLS

Technical

- MS-Office
- Basic knowledge of Internet
- Computer application
- ERP
- TFAT
- TALLY

Corporate Skills

- Positive attitude
- Good Communication skill
- Quick learner
- Hard working
- Quick Decision maker

PERSONAL DETAILS

Date of Birth : 26-July-1992

Gender : Female

Nationality : Hindu

Languages known: English, Hindi & Gujarati

DECLARATION

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

Your faithfully

Jayshree Gohil