***Curriculum Vitae***

# **Personal Profile**

Name : Chandni P Jani

Address : 12, Shreyansnath Society part-2, B/h Dharnidhar Derasar,

Opp. Gunjan Flat, Vasna, Ahmedabad,Pin Code:-380007

Telephone No : 09909904883

E-Mail Address : janichandni@gmail.com

Date of Birth : 15th December 1991

Sex : Female

Marital Status : Single

Nationality : Indian

Languages Known : English, Hindi & Gujarati

# **Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Month-Year** | **Percentage** |
| M.Com | Gujarat University | March 2014 | 61 % |
| BBA | Gujarat University | March 2012 | 57% |
| H.S.C | Gujarat Secondary and Higher Secondary Board | March 2009 | 78 % |
| S.S.C | Gujarat Secondary and Higher Secondary Board | March 2007 | 72% |

# **Software Proficiency**

1. SAP Certified
2. Tally
3. Working knowledge of internet
4. Good command in office suite

# **Work Experience**

* Work as an Accountant in Bookbird Institute from May, 2014 to October, 2016.
* Work on SAP FICO in Sai Management From November, 2016 to February, 2017.

# **Roles & Responsibility**

* In Bookbird Institute -
* Working as an Accountant.
* To provide accounting reports of different regions.
* Plan, set up and administer accounting systems and prepare financial information for individuals, departments within organizations, businesses and other establishments.
* Examine accounting records and prepare financial statements and reports.
* Develop and maintain cost finding, reporting and internal control procedures.
* Examine financial accounts and records and prepare income tax returns from accounting records.
* Analyze financial statements and reports and provide financial, business and tax advice.
* May act as a trustee in bankruptcy proceedings.
* May supervise and train articling students, other accountants or administrative technicians.

# **Career Objective**

* To acquire growth oriented position which helps in building a purposeful career and contribute towards fulfilment of organizational and individual goals, while consistently enriching both.

# **Hobbies**

* Dancing
* Travelling
* Bike & Car Riding
* Learn new things in Computer

# **Declaration**

* I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

**Chandni Jani**