**Email:** [**swatijha749@gmail.com**](mailto:swatijha749@gmail.com)

**Mobile: 9974406821**

**SWATI JHA**

**M.COM ,PGDBA**

**Career Objective**

To lend expertise, acquired knowledge and skill to achieve organizational and self growth.

**Academic Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Institute** | **Board/University** | **Year** | | **CGPA/%** |
| B.Ed | Syamaprasad Institute of Education and Training | West Bengal University of Teachers’ Training ,Education Planning And Administration | Currently pursuing | |  |
| PGDBA | Symbiosis Centre for Distance Learning | Symbiosis University | | 2016 | 62.39% |
| M.COM | Sahjanand College | Gujarat University | | 2016 | 60.45% |
| B.COM | Somlalit institute of business administration | Gujarat university | | 2014 | 61.79% |
| H.S.C | Asia English School | GujaratEducation Board | | 2011 | 76.93% |
| S.S.C | St. Ann’s School | Gujarat Education Board | | 2009 | 59.32% |

**Experience**

1. Relationship Officer in IndusInd Bank from June 2016 to August 2016 at Ahmedabad.
2. Accounts Executive in JVD Recovery agency from September 2016 to March 2017 at Ahmedabad.
3. Accounts officer in Khodiyar CAD Center (I) Pvt Ltd from April 2017 to May 2018 at Ahmedabad.
4. Accounts officer in DPG Group from December 2018 to May 2019 at Kolkata.

**Duties and Responsibilities**

1. Develop sales and marketing strategies.
2. Implement sales strategies to increase volume of business.
3. Interact with customers and vendors in processing orders.
4. Initiate follow-up services to customers.
5. Retain existing customers.
6. Develop plans to target new customers.
7. Perform book-keeping and general ledger functions.
8. Prepare financial reports and statements for management.
9. Reconcile vendor balances.
10. Make appropriate corrections in vendor accounts.
11. Assist marketing and sales team in collecting payments from customers.

**Proficiencies**

* Operating system: Windows 7, 8 and XP .
* Computer proficiency: MS office, Tally ERP 9 & CCC
* Leveraging the internet to find relevant resources.

**Hobbies and Interests**

* Interests: - Keeping abreast with recent developments in corporate accounts and management.
* Hobbies: - Singing and Cooking

**Personal skills**

* Experience of working in groups has increased my capability for team work and helped me develop excellent coordination skills.
* Co- operative team player with a positive attitude.
* Adaptive to different work environments and styles.
* Loyal & committed.

**Personal Details**

Nationality: India

Marital Status: Married

Languages Known – Hindi, English, Gujarati, Maithili