

Jaykumar Ashok Motwani

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Career Objective

Ambitious to build a career in accounting and finance in an organization that requires teamwork and hard work, and I appreciate the position that best suits my knowledge and skills. Can adapt to any work environment and in any field of Business. Open to all opportunities for gaining experience.

E-commerce management | Account Management & Income Tax | Project Management | Documentation & Reporting | Office automation and MIS | Problem Solver | Client Management | Strong Interpersonal Skills

Technical Skills

Software: Tally, Russian 1C, Microsoft Office Suites (Excel, PowerPoint, Word, Outlook)

Certificates, Awards & Publications

Tally Financial Accounting Program 2011 - 2012
Tally Academy

Professional Experience

Raduga Tekstil LLC, Moscow, Russia 2010 – 2022
Accountant and Director of Economics and Finance

- Conducting accounting work at Tally.
- Financial management in the company.
- Logistics for exported and imported goods.
- Work with contractors - translators, editors, authors.
- Preparation of press materials - press releases, comments, invitations, expert columns, success stories, interviews, features.
- Administrative and management work in the office.
- Preparation of internal documents - reports, market reviews.
- Budgeting and sales planning.

OOO Velensiya, Moscow, Russia 2006 – 2010
Customer Relations Manager and Sales manager

- Textile Sales Representative.
- Office and administrative work.

The Infocity, Gandhinagar, India 2005 – 2006
Call Executive

- As an employee selling mortgage loans to US customers at a bank located in the USA

Various Textile-Related Companies, India 2000 – 2005
Salesman & Account Manager

Education

Bachelor of Commerce (B.Com), Gujarat University, Gujarat,
India

2004 - 2007

Bachelor of Business Administration(BBA), William Carey
university, Shillong, Meghalaya, India

2007 - 2009