

CURRICULUM VITAE

KAJAL JAYESH ODEDRA

Mobile: +91 8793622498

Email : - kajalodedra14195@gmail.com

Add: - D/301, Tapovan Complex, Ram Mandir Road, M.B.Estate, Virar – West, Palghar,
MH - 401303

Career Objective

Seeking the position as an assistant professor in your reputed institute or organization that would enable me to utilize my teaching skills and administrative skills.

Skills

- Good communication and comprehension skills
- Excellent administrative skills and organization skills
- Computer literate and ability to organize and conduct seminars for students
- Ability to demonstrate and combine the teaching and research activities
- Ability to teach and mentor the students of graduate and postgraduate level
- Perform managerial functions of the institute. Excellent explanation skills.
- Can teach the students as per their level.

Area of Interest

- Undertaking administrative responsibilities
- Counselling and guiding students about the career prospects in future
- Guiding them in research projects
- Researching and collecting the latest information related to the topics assigned for the lecture.

Work Experience:

1) Working as Assistant Accountant with Sridutt Construction from January 2019 to till date.

The Key result area are making entries of sales, Purchase, Receipt & Payment Voucher.

Maintaining and preparing Bank Ledger's and reconciliation Statement in Tally ERP 9.

Making Legal Documents.Making of NOC, Demand, Receipts, Gst Demand, Cost Sheet As per Customer Loan.RERA Working.Co-ordinating with customers and solving their queries.Society Maintenance Working.MIS Reports.Making Purchase Order as per requirement. Maintaining Payment and outstanding records. Working with Sabsoft Tech software.

2) Worked as an Assistant Accountant in Serene Ventures Pvt Ltd. from January 2018 to October 2018.

The key result areas were making entries of Sales, Purchase, Receipt & Payment voucher. Maintaining and preparing Bank Ledger's and reconciliation statement in Tally ERP. Maintaining of Debit Note & Credit Notes Entries. Preparing Sales Report, Maintaining online sales report, Cash Flow. Reports preparation in excel as per requirement. Maintaining Stock record, Maintaining Pay U Payment Records, Managed shipments & Booking with DHL, Vamaship, Aramex India Pvt Ltd. Worked with Shopify Software .

Personal Details

- Date of Birth – 14th January, 1995
- Gender - Female
- Marital Status – Single
- Languages known – Hindi, Gujarati, Marathi, English,
- Hobbies & Interest – Listening Music, Travelling

Declaration

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

Place: MUMBAI

Kajal Jayesh Odedra

