

CURRICULUM VITAE

Name: JYOTHI KOTHWAL
Mobile no: +919346228550

E-mail:jyothi.kothwal1990@gmail.com

Career Objective:

To utilize the knowledge and skills developed through my training in SAP and education along with an opportunity for professional growth based on my performance and keeps scaling the learning curve. Looking for a career in SAP FI/CO module.

Summary:

- Have knowledge on FICO
- Comfortable with GL, AP, AR ,AA.
- Have Good Idea on Automating payment program for vendor payments.
- Familiar with ASAP Methodology.

Job Profile: Jet Cooling Towers.
Accountant & Administrator from September 2020 to Present

Responsibilities:

- Quote, proforma, bills /waybills, customer calls,
- Purchase order,GRN, Three or two way matching for payment, items and proforma check for advance payment and invoice.
- Sales follow up with every month bank statement like below
- Compare bank statement amounts with bills amounts , Clear the bills with identifying company name, branch code, mobile number,amount and etc in bank statement,
- Every day check sub employees works
- follow ups, maintain data in drive, trainings, calls for payable amounts
- give reports for material status and payable amounts
- Find the LR details and MSME SAMADHAAN- Delayed Payment Monitoring System... etc

Technical Skills:

ERP	: SAP ECC 6.0
Modules	: GL, AP, AR, AA
Operating systems	: Windows 2010/7
Tools	: Ms-Office

Educational Qualification:

- MBA from University college of Kakatiya University.
- Bcom(CA) from Vikas degree college,
- Intermediate (CEC) from Padmasri junior college,
- SSC from ZPHS Girls.

Additional Certifications:

- Business Development Executive(BDE) - Banking Financial Services and Insurance (BFSI) Certification, by Tata Strive
- Financial Literacy Certification. By Tata Capital completed- (2021 july)
- SAP - FICO

Strengths:

- Confident approach & positive attitude
- Zeal to learn new things
- Good communication skills
- Ability to work in a team.
- Adopt environment

Personal Details:

Name : Jyothi kothwal
Father's Name : S.Narsaiah
Marital Status : Married
Linguistic Skills : Telugu, English & Hindi.
Address : Suraj Nagar,Boduppal,Telangna,India.

Declaration:

I consider myself familiar with the above-mentioned aspects. I hereby, declare that the information furnished above is true to the best of my knowledge.

Place: Hyderabad
Date:

(Jyothi Kothwal)