

CURRICULUM VITAE

JAYA MISHRA

- ❖ MBA with Finance & HR
final year student

Experience in :

- ❖ E-commerce Executive

Contact Information:

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Personal Data:

- Fathers Name: Mr. Rajender pal Mishra
- Date of Birth: 29th Sep,2000
- Nationality: Indian
- Gender: Female
- Marital Status: Un-Married
- Languages Known:
English & Hindi

Career Objective

My success in the past has stemmed from my strong commitment, sense of the professionalism, dedication, and hard work. In exchange, I am looking for opportunity to achieve accelerated career growth and compensation to commensurate with the level of my contribution to the company.

Work experience

Job profile : Counselor

- Working on Admin , as I worked as counselor and in academic I worked as a faculty in Computer Institution at Gth Nagar.

Job profile : Office Coordinator

- That I worked as a office coordinator and my also I did taxation work (House tax) and computation .

Present Experience :-

Job Profile: E-commerce Executive (Dec-2021 to till date).

- Worked as E-commerce Executive and perform all the operations related to Order Processing and dispatch.
- Maintain records of daily sales and return in google sheet and excel and file Safe-T claim.
- Update sales, return, expenses and payment in tally prime .
- Have knowledge of brown tape software for Managing Inventory.
- Book TDS in tally prime for all the marketplace expenses.
- Manage marketplaces B2C : Amazon , Flipkart , Meesho , , Snapdeal , Myntra , Mattlook (website).
- Manage marketplaces (B2B) : Nykaa, Purplle, Ajio, Big Basket.
- Can generate sales report, expenses from marketplaces .
- Manage catalogue and image upload in bulk via link or individual in marketplaces .
- Have knowledge of new product listing and edit existing listing.
- Update B2B & B2C invoices in tally Prime.
- Update cash vouchers in tally prime.
- Do payment reconciliation and make a realization working.

Key Skills

- Spreadsheet & Database Creation
- Public Dealing
- Records Management
- Browntape software handling.
- Razorpay software handling.
- Ship Turtle software handling.

Academic Qualification

- **MBA with Finance & HR from Periyar University (Final Year)**
- **B.Com Graduate from Delhi University (2021) .**
- **Passed XIIth, C.B.S.E., DELHI (2018) .**
- **Passed Xth C.B.S.E., DELHI (2016) .**

Education

- **Diploma in Financial accounting, duration 2 years from IICS (Indian institute of computer science) .**

Credentials

- My analytical and self-motivated spirit, personal integrity and persistent nature.
- An effective communicator with excellent relation building and interpersonal skills.
- Possess a flexible and detailed oriented attitude.
- Quick learner, responsible, dependable and good team player.

Declaration

I hereby declare that the particulars furnished above are true & correct to the best of my knowledge.

Date :
Place : **Delhi**

(JAYA MISHRA)

