

CURRICULUM VITAE

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**JYOTI GEHANI
(M. Com)**

CAREER OBJECTIVE:

I am looking forward to work with an organization which will provide me an opportunity to enhance my knowledge and experience while working towards achieving organizational goals.

WORK EXPERIENCE:

Company : **Aneja Associate**
Designation : **Internal Auditor (Associate)**
Tenure : January 2022- 31st March 2023

Job Profile:

- ❖ Assigned work for NSE Audit.
- ❖ Capital Market audit for NSE inspection team.
- ❖ Reconciliation of online margin.
- ❖ Verifying of violations made by trading members.
- ❖ Reconciliation of compliance data of trading members.
- ❖ Preparing reports and uploading final audit report.

Company : **Peshori Pachori & Jain**
Designation : **CA Article Assistant**
Tenure : 02nd May 2018 to 20th June 2021

Job Profile:

- ❖ Accounting, Finalization
- ❖ Preparation & E-filing Income tax returns of individuals, business & partnership firms
- ❖ Recording sales, purchase, Bank statement & Journal entries in Tally ERP 9.
- ❖ Finalization of Profit & Loss and Balance sheet
- ❖ Company & Trust Audits
- ❖ Preparation & filing GSTR1, GSTR 3B, GST Annual Return, GST Audits
- ❖ TDS Quarterly Returns
- ❖ LLP ROC filing
- ❖ Stock Audit.
- ❖ Worked on E-commerce partnership firm accounts, GST, TDS, income Tax-Audit return.

Company : **ICICI BANK LTD**
Designation : **Senior Officer**
Tenure : June 2016 to till December 2017

Job Profile:

- ❖ Day to day floor Management activity.
- ❖ Helping Team in product updates.
- ❖ Order Placement of Equity and Mutual fund.
- ❖ Handling queries for customer De-Mat and Trading account.

EDUCATIONAL QUALIFICATIONS:

Examination	Board/University	Year of Passing	%Marks
M.com-2	University of Mumbai	2017	55.25%
T.Y.B. Com	University of Mumbai	2015	67.42%
H.S.C	Maharashtra State Board	2012	66.67%
S.S.C	Maharashtra State Board	2010	70.00%

COMPUTER PROFICIENCY:

Application Software : MS-Excel, MS-Word and MS-PowerPoint, DTP
Technical Skills : Web Designing
Accounting Software : TALLY 7.2, 9, Tally ERP
Internet : Internet Surfing & E-mails etc.

STRENGTHS:

- Hardworking
- Quick Learner
- Leadership
- Positive attitude towards new task

PERSONAL DETAILS:

Father Name : Haresh Nevendram Gehani
Date of Birth : 8th December 1994.
Marital Status : Married
Religion : Hindu
Languages : English, Hindi, Sindhi
Interests : Reading books, novels, listening to music, watching movies

Date:

Place:

(JYOTI H. GEHANI)