# **RESUME**

# **CHAYA.J**

# M.COM **🖂 : chayaadarsh24@gmail.com**

# KARNATAKA STATE OPEN UNIVERSITY 🖀 **:** 8970364426

## **Career Objective**

Use my skills to plan, organize and control resources to manage the overall construction process and to pursue life-long learning within the broader societal context of the construction  
profession.

## **Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examination** | **School\College** | **Board/**  **University** | **Year of Passing** | **Percentage** |
| SSLC | GOVERNMENT HIGH SCHOOL ARELIHALLI | Karnataka State Board | 2007 | 68.50 % |
| PUC | SANCHIHONNAMMA GIRLS COLLEGE  Bhadravathi | Karnataka State Board | 2009 | 69.33 % |
| B.COM | SAHYADRI ARTS & COMMERCE COLLEGE, Shimoga | Karnataka State Board | 2012 | 73.00 % |
| M.COM | Karnataka State Open University | KSOU, Mysore | 2014 | 58.92% |

## **COMPUTER KNOWLEDGE**

* BASIC
* TALLY 9.0
* MS Office

## **Nature of work**

* Passing purchase and sales entries.
* Daily doing bank reconciliation, Preparing payment and receipts, Petty cash handling.
* Online returns (E – sugam, VAT – 100, PT )
* Reconciling vendor ledger statement.
* Monthly salary preparing, Staff Loan details, Communication with clients.
* Online uploading ( Chqs, TDS, E - Payments ).
* Vendor payment issues solving.
* P & L A/C preparing in excel.

## **Companies**

* Debt Doctor Management services Pvt Ltd.

2014-15 Worked as a Assistant Account.( 10 Months )

2015-16 Working in HM Group as an Account Executive.

## **Personality traits**

* Performance improvement.
* Creative Thinking.
* Quick learning ability.
* Problem solving.
* Determination.

## **Hobbies**

* Listening music.
* Reading BOOKS
* Drawing.

## **Personal Details**

Date of Birth: 09/06/1992

Gender : female

Nationality : Indian

Marital Status: Single

Address : D/O Jagadeesh B

Mallikarjuna nilaya,

lingayth street, Arelihalli

Bhadravathi Taluk,

Shimoga-577233

I hereby declare that the information furnished above is true and correct to the best of my

knowledge and belief.

Place :Banglore

Date: ( Chaya.J )