**JAYALAXMIBEHERA**

Current Address:Aswath Nagar, 392, 2ND Main Road,

Marathahalli, Bangalore,Karnataka

Pin-560037

Mobile:**8596967944**

Email: [jayalaxmibehera2021@gmail.com](mailto:jayalaxmibehera2021@gmail.com)

CAREER OBJECTIVE

To secure a challenging position where I can effectively contribute my skill, and innovative ideas to gain knowledge in the work-oriented environment.

EDUCATION

* M.COM, Science College (Auto), Hinjilicut in the year 2022. [77.43%; CGPA-8.15]
* B.COM, Khallikote(Auto)College, Berhampur, Odisha in the year 2020.[78.00%; CGPA-8.27]
* INTERMEDIATE (12th), Commerce, Khallikote Junior College. Berhampur Odisha, in the year 2017. [78.50%]
* HSC (10TH), Govt Girls’ High School, Berhampur-2, Odisha, in the year 2015.[75.33%]

TECHNICAL SKILLS

* Operating System: Windows XP,2007,2008,2010
* Other Skills: Microsoft Office, MS Excel, and MS Word, Tally ERP 9
* HLookup, VLookup, Pivot table

# CORE COMPETENCIES:

* Good command over spoken and written communication skills.
* Preparing of Journal Entries.
* Know how to Prepare Ledgers Accounts.
* Preparation of Trial Balance with Help of Ledgers Account.
* Preparing Profit and Loss Account and Balance sheets.
* Know how to preparing Balance Sheets Reconciliation.

LANGUAGESKNOWN

* Language Known (R/W/S) : Hindi, English, Odia

STRENGTHS

* Patience
* Good Learner
* Hard Working
* Positive thinking
* Punctuality, Sincerity.

HOBBIES

* Listening Music
* Travelling
* Cocking
* Painting

PERSONAL DETAILS

Father’s Name :Mr.Jayasen Behera

Date of Birth : 17-05-1999

Gender : Female

Nationality : Indian

Marital Status : Unmarried

DECLARATION

I hereby abide that the information given by me is true & if given chance will fulfil all the deals with almost sincerity.

Date: -

Place: - (Jayalaxmi Behera)