

To,  
The HR Manager

Dear Sir/Madam,

**Sub: Applying for the post in office administration & Accounts**

With reference to the above and given to understand that there exists an opening in your esteemed organization, I herewith submit my application along with detailed Curriculum Vitae for your consideration.

I am Post Graduate in Economics. I am interested in Office administration, secretarial work & accounts.

I possess a talented, enthusiastic and hardworking personality, presently seeking a suitable opportunity to utilize my talent and knowledge with a progressive organization.

I understand that your organization can offer me an opportunity to establish the value of my talent and the extensive knowledge in field of Office administration and Secretarial work.

Thanks and Best Regards,

Sincerely Yours

**(Jyoti Tilokani)**

# JYOTI TILOKANI

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## CAREER OBJECTIVES

On a shorter target I want to cultivate my potentials in challenging situations and develop varied skills through this learning process which over a period of time lead me to become a successful professional in the field of management and accounting and thereby creating a personal path for growth towards a senior level post in a large organization.

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## AREAS OF STRENGTH

Strong analytical, organizational and problem solving skills. A team player providing motivation and leading by example.

Brief, I am young enthusiastic, Indian national with an extensive knowledge of MS EXCEL (Functions & Formulas, IF, and, or and Pie Charts and Pivot tables) and good working experience in Accounting application TALLY.

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## ACADEMIC QUALIFICATION

- ♦ Master of Arts - Economics (M.A) From University of Ajmer, Rajasthan India in the year 2006.
- ♦ Computer Knowledge – Microsoft Office 2007 (Word, Excel & Power Point) From Regional Vocational Training Institute for Women (Government of India).

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## PROFESSIONAL EXPERIENCE

**PUJ PAR BRAHAM TRUST – AJMER**

**COMPUTER OPERATOR**

**November 2007 – November 2011**

**Work Profile:**

- ♦ Preparing Invoice, Vouchers, Quotations, Debit Note, Credit Note etc. using TALLY
- ♦ Professionally and promptly, handle day - day project administrative affairs.
- ♦ Maintain files, process all paper work and to perform all day-to-day administrative works.
- ♦ Handling and making Cash flow statements and reports using TALLY.
- ♦ Maintenance Attendance, Salary & Bonus Sheet of staff employees using TALLY.
- ♦ Handling Petty Cash.
- ♦ Prioritizing the work schedule in terms of its urgency / importance and other aspects.
- ♦ Coordinate in completing the work entrusted in time.

- ♦ Independent correspondence with required customers/principals (email, fax or phone).
- ♦ Develop & maintain constructive & cooperative working relationship with other departments
- ♦ Handling stationery and other office transaction.
- ♦ Provide administrative *support to managers*.
- ♦ Coordinate in purchasing office supplies.
- ♦ Coordinate with management, consultants & clients.
- ♦ Make necessary arrangements for site meetings.
- ♦ Independent correspondence with customers and accounts related issues.

**AL BARSHA VISION ELECTRONICS – Dubai, U.A.E.****July 2012 – February 2013****Computer Operator****Work Profile:**

- ♦ Preparing Invoice, Vouchers using Peachtree.
- ♦ Making Quotations professionally and promptly handle day - day project administrative affairs.
- ♦ Handling incoming calls.
- ♦ Preparing drawings for the installations of the Audio Visual systems using auto cad.
- ♦ Preparing delivery notes and arranges the delivery of goods.
- ♦ Prioritizing the work schedule in terms of its urgency / importance and other aspects.
- ♦ Independent correspondence with required customers/principals (email, fax or phone).
- ♦ Coordinate in purchasing office supplies.
- ♦ Coordinate with management, consultants & clients.
- ♦ Make necessary arrangements for site meetings.

**Faisal Jassim Trading Company LLC – Dubai, U.A.E.****February 2013 – October 2013****Sales Coordinator****Work Profile**

- ♦ Preparing the sub orders and arranges the delivery of goods.
- ♦ Handle the processing of all orders with accuracy and timeliness.
- ♦ Filing important documents and communicating relevant information.
- ♦ Respond to complaints from customers and give after-sales support when requested.
- ♦ Inform clients of unforeseen delays or problems.

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## PERSONAL INFORMATION

Date of Birth : 1<sup>st</sup> February 1984

Nationality : Indian

Husband's Name : Mr. Sunny Tilokani

Marital Status : Married

Languages Spoken : English, Hindi, Sindhi

Passport # : T3277313

Passport Issue Date : 1<sup>st</sup> February 2021

Passport Expiry Date : 31<sup>st</sup> January 2031

Visa Status : Residence Visa (Husband Sponsored)

Driving License : Valid U.A.E driving license

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## ATTRIBUTES

- ♦ Systematic approach towards work.
- ♦ Initiator and Innovative.
- ♦ Quick learner and leader.
- ♦ Good listener.
- ♦ Extensive traveler.
- ♦ Strong Public Relations.