

Curriculum Vitae

PERSONAL INFORMATION

Name: Oorvashi Jeewooth

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DOB: 27 February 2004

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PROFILE

Self – motivated, enthusiastic, hardworking and determined. Always seized the opportunity to amplify my experience and knowledge. Successful at managing multiple responsibilities and adapting to challenging environments. I am able to work well in a team as well as independently. Seeking an entry-level position at a reputable organization to enhance my experience in accounting and to utilize my knowledge of financial principles to contribute to the organization's accurate and efficient financial operations.

EXPERIENCE

PTP Intern (Procurement to pay) | DHL Global Forwarding April 2023- April 2024

- Verify invoices and check bank statements for accuracy.
- Assist in record keeping
- Process receipts, sales invoices, VAT and payments for international countries.
- Manage accounts payables and receivables.
- Uses of Accounting software such as Cargo Wise, Workflow, Excel and Outlook.

Accounting For Accounts Clerk Training| Sheffield School of Accountancy| May 2023

- Preparation of Cash Book
- Bank reconciliation
- Prepare Financial Statement for Small Companies
- Create Invoice for customers and how to process payments received
- Posting of Supplier Bills and how to issue payments
- Prepare VAT return and Submit to MRA- learn the difference between Taxable, exempt and Zero-Rated Supplies
- Preparation of Monthly and Annual TDS Return and Submit to MRA
- Calculation of payroll, NSF, CSG and PAYE
- Learn on both Excel and Quick Books

EDUCATION

- Business Process Services NC5- Learning of Principles of Banking, Accounting and Finance, Insurance, Six Sigma management and Supply Chain| April 2023- April 2024| MITD- Mauritius Institute of Training and Development, Ebene.
- Accounting For Accounts Clerk | May 2023|Sheffield School of Accountancy
- School Certificate| May 2021-Nov 2022|Eden College (Girls) Rose-Hill

Skills and Abilities

- Proficient in POS Systems
- Teamwork
- Time Management
- Multitasking
- Problem Solving
- Good Communication
- Attention to detail
- Adaptability
- Fun and Energetic

Language

- ✓ French
- ✓ English
- ✓ German-Basic
- ✓ Hindi