



## St. Joseph's College of Commerce (Autonomous)

#163, Brigade Road, Bengaluru - 560025, Karnataka.

### CURRICULUM VITAE

**Name:** Jyothi M S

**Designation:** Office Assistant - ERP and Accounts

**Gender:** Female

**Email-ID (Official):** jyothi@sjcc.edu.in

**Education:** BCom, MBA

**Personal Website:**

**Blog:**

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**Areas of specialisation:** Accounts, Taxation and Finance

**Research Interest:**

- Financial planning
- Entrepreneurship development

**Teaching Interest:**

- Management in finance, marketing and human resource
- Economics
- Community initiatives related to commerce

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**Work Experience with current institution:**

(Kindly press tab in the last row of each table to add as many columns as required to fill in your details)

Total Experience (including Teaching and Research )

Name of the Institution	Position Held	Experience from - to	Total Years of Experience

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**Work Experience with previous employer:**

a) Teaching Experience :

Designation	Teaching Experience from - to	Total Years of Experience
Bhavishyajyothi Coordinator	2022-2023	1

b) Industry Experience :

Name of the Company	Designation	Total Years of Experience
Entrues Business Services Pvt. Ltd	Finance Executive	3

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**Administrative Roles (i.e. VP, IQAC, TQM, HOD, Class Mentor, Co-ordinators, NSS Programme Officer and others):**

Position Held	Years of Experience	Nature of responsibilities
Finance Executive	3	<ul style="list-style-type: none"> <li>• Analyzed and remarked bank statements for ICICI, SBI, SBI Cash Credit Accounts.</li> <li>• Inspect reimbursement &amp; conveyances requests from the employees adhering to the policies.</li> <li>• Calculate Margins for Delta Electronics India Pvt Ltd, Exicom Tele-Systems Ltd, PowerHF India Pvt Ltd, Powergen Automation services</li> <li>• Payroll records management and processing payments.</li> <li>• Managing &amp; Monitoring GST Input Tax Credits and claims</li> </ul> <p>Observe outstanding Income/Receivables to create and analyze financial reports along with Invoice generation for clients.</p>
Outreach Coordinator	2	<ul style="list-style-type: none"> <li>• Maintaining documentation and records of events and activities conducted.</li> </ul>

		<ul style="list-style-type: none"> <li>• Preparing Annual, monthly and weekly reports.</li> <li>• Coordinating &amp; accompanying students for rural exposure camps (25+ UG and PG Classes from SJU, SJCC &amp; SJIM) to sensitize them towards various issues of marginalized groups.</li> <li>• Following up with students to dedicate their time, care and love in helping needy people through special activities.</li> <li>• Preparing, organizing &amp; conducting HRD classes, ongoing formation talks and documentaries for UG &amp; PG students.</li> <li>• Assessing &amp; evaluating students on their experiences &amp; performances on field visits.</li> <li>• Treasurer of the team - Analysing, managing &amp; submitting bills/invoices for processing payments.</li> <li>• Managing content and edits for Bembala website: <a href="http://bjesbembala.net">bjesbembala.net</a></li> </ul>
Bhavishyajyothi Coordinator	1	<ul style="list-style-type: none"> <li>• Bhavishyajyothi - "Teach to reach" - Identifying schools, colleges and slums with eligible students (10<sup>th</sup>, 11<sup>th</sup> &amp; 12<sup>th</sup> grades) coming from underprivileged background and training them for better career growth boosting their passion by helping them get scholarships through alumni.</li> <li>• Conducting sessions in government schools on English, basic computer, life skills, written and verbal communication.</li> <li>• Mentoring and counselling students for holistic growth.</li> </ul>

		<ul style="list-style-type: none"> <li>Bhavishyajyothi Sessions conducted at Moulana Azad school, Methodist High School, Bon Secours PU College, KS Garden Slum, Govt PU College, United Mission High school and PU College.</li> </ul>
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**Academic Roles (Editorial Board Member, Member - Board of Studies, Examiners, External Examiner or Advisory Board in other Colleges, Peer Reviewer):**

Position Held	Years of Experience	Nature of responsibilities

**Honors, Recognition, Awards:**

Name of the Award	Name of the Awarding organisation	Year	Nature of Award
Story Fied	Youth for seva	2017	Story teller
Appreciation	Hindustan Aeronautics Limited	2022	Vigilance awareness

**Research Projects (year wise latest to old):**

Title of the project	Name of Funding Agency	Duration of Project	Sanctioned Project Grants	Status of Project (on-going/ completed)

**Guideship Recognition M.Phil/ Ph.D programmes:**

Research Scholar's Name	Name of the University	Discipline and Area of Specialization	Title of the Thesis

**Publications (year wise latest to old):**

a. Books

<b>Title of the Book</b>	<b>Publisher's Name</b>	<b>Year of Publication</b>	<b>ISBN No.</b>

b. Chapters in Books

<b>Title of the Book</b>	<b>Publisher's Name</b>	<b>Chapter Title</b>	<b>Page numbers</b>	<b>Year of Publication</b>

c. Journal Articles

<b>Title</b>	<b>Authors</b>	<b>Year of Publication</b>	<b>Details of the Journal</b>

d. Reports, Working Papers, Discussion Papers, Reviews

<b>Title</b>	<b>Authors</b>	<b>Year of Publication</b>	<b>Details</b>

e. Popular publications (Newspaper/Magazine Articles)

<b>Title</b>	<b>Authors</b>	<b>Year of Publication</b>	<b>Details</b>

f. Paper Presentations (Conferences, Seminars, Workshops)

<b>Title and details</b>	<b>Presented at</b>	<b>Date</b>

g. Invited Lectures, Presentation and Participation in Workshops, Trainings and Roundtables organised

<b>Title of the Topic/ Theme Discussed</b>	<b>Participant/panelist /presenter (Please mark the appropriate one)</b>	<b>Name of the Organisation</b>	<b>State/ National/ International</b>	<b>Date</b>

**Professional Body Membership (Name of Professional Bodies and Membership type (Annual/Life time):**

<b>Name of the Professional Body</b>	<b>Membership Type (Annual/Life time)</b>	<b>Details</b>

**Consultancy (year wise latest to old):**

<b>Nature of Consultancy</b>	<b>Name of organization</b>	<b>Duration</b>

Provide a brief summary of your career in about 100-150 words. Kindly write in a third person narrative.

Ms. Jyothi a post graduate with specialisations in Accounting, Taxation and Finance, excels in database management, problem-solving, team work and collaboration, leveraging total 5 years of experience as Finance executive at Entrues Business Services Pvt. Ltd and Outreach coordinator at St. Joseph's institutions (BEMBALA).

Her work experience has helped her in consistently adapting to new challenges with a positive and proactive approach to achieve impactful results to tasks assigned. Outside of her professional pursuits, she also enjoys helping students from underprivileged communities by providing a helping hand with basic English, computer skills along with career and professional guidance through counselling, finding inspiration and balance in helping students' holistic development. She also is a Mehndi artist fostering her creative side and has also worked for the Bembala's website creation ([bjesbembala.net](http://bjesbembala.net)).

She is currently working for the ERP & Accounts Dept in St. Joseph's College of Commerce and aspires to transition into academia as an Assistant Professor, leveraging her practical experience, passion with blend of technical expertise, leadership qualities, and a deep-seated commitment to community service and education to make a meaningful impact on students' learning and growth.