

CURRICULUM VITAE



Jitender

OBJECTIVE

To peruse my career in a reputable organization where I can utilize my creative and innovative skills in the field of accounting, there by adding to the development of the organization

PROFESSIONAL & ACADEMIC QUALIFICATION

- M.COM (**Finance and Accounts**) from Annamalai University
- B.COM (**Finance and Accounts**) from Delhi University

TECHNICAL SKILLS

- 1 year course from ICA(**The Institute of Computer Accountant**)
- 1 year(**Website Designing**) form **Aptech Institute**

PROFESSIONAL QUALIFICATION

- ❖ **MS-Excel**—Lookup & Match, Pivot Table, Formatting, Calculation Formulas like Sum, Average, Division, Roundup & Round down, Customize Sorting
- ❖ **MS-Word**- Customizing documents and updating in required format, 30 WPM Typing Speed in both Character & Numeric.
- ❖ **Tally-9 & ERP 9**, Busy, Micro-soft Navision, Genius software.

PROFESSIONAL EXPERIENCE

- Posting all payments cash, cheque & credit card payment to customer accounts.
- Raising Sales Invoice & follow up and collecting the payment from Debtor.
- Preparing Debit note, Credit note & Posting Invoices
- Preparation of payroll & evaluate of salaries.
- Day to Day cash handling & petty cash manage

- Preparation of all books of Account (Trial Balance)
- Bank Reconciliation and Ensure timely bank payments.
- Maintaining Vendor & Customer List and updating details on regular basis.
- Vendor & Customer reconciliation
- Maintaining Accounts Payable and Account Receivable
- Passing journal entry and booking all the expenses day to day and monthly.
- Prepare & Review each report to ensure - all transactions match, credit card deposit slips statement, organizing paperwork by date and month.
- Filling of Income Tax Return on Yearly basis (Individual)
- Prepare Cash Flow, Profit & Loss A/c & Balance Sheet of the company
- GST Return preparation & filing on monthly basis, Quarterly & Yearly.
- Filing TDS Return Quarterly.
- Checking of Stock(Inventory) on monthly and yearly

WORK HISTORY

- Seven Seaz Vacations Pvt Ltd as an **Accounts Manager** From (**01 Nov-2021 to Till Date**)
- **The Microbe Lab** as an **Accounts and Finance Manager** From (**15 Sep-2020 to Oct-2021**)
- Worked with **B M PIPES PVT LTD** as an **Accounts Manager** From (**Apr-2016 to 14 Sep-2020**)
- Worked with **CHANSON MOTORS PRIVATE LIMITED** as an Sr. **Accounts Executive** in Delhi in India(**Feb-2012 - Mar-2016**)
- Worked with **INDIA TRADING COMPANY** as an **Account Executive**in Delhi in India (**Jan-08 – Jan-12**)
- Worked with **DEVIKA ESTATE MANAGEMENT PVT LTD** as an **Accounts Executive** in Delhi, India(**May-06 -Dec-07**)

PERSONAL PROFILE

Date of Birth	:	28/07/1980
Father Name	:	Shri Ishwar Singh Kalonia
Nationality	:	Indian
Languages Known	:	English & Hindi
Passport No.	:	U1605026
Passport issued	:	10 Jan 2020
Passport Expiry	:	09 Jan 2030
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