



JITENDER JAIN

Assistant Account Executive

To get exposure of the corporate world by doing in an organization which excels in its field and provides environment for learning, growth, opportunities and also ensure two - way value additions.

✉ jitenderjain1997@gmail.com

☎ +91-9888855849, +91-7696794309

📍 Flat No 6 A, Ground Floor, New Town, Opp Golf Meadows,
Haibatpur Road, Derabassi-140507, Punjab, India



WORK EXPERIENCE

Account & Clerk GCAK Trading Pvt Ltd.

2017 – Present

Chandigarh

Trading Company

Achievements/Tasks

- Posting and processing journal entries to ensure all business transactions are recorded
- Updating accounts receivable and issue invoices
- Updating accounts payable and perform reconciliation
- Handle customers and their financial transactions
- Prepare and record all deposits and payments into the bank's
- Preparing bank deposits, general ledger postings and statements
- Typing accurately, preparing and maintaining accounting documents and records
- Reconcile accounts in a timely manner
- Payments and Cash Management
- Verifying the accuracy of invoices and other accounting documents or records.

Account & Clerk Decode Advertising Pvt Ltd.

2015 – 2017

Chandigarh

Advertising Company

Achievements/Tasks

- Posting and processing journal entries to ensure all business transactions are recorded
- Updating accounts receivable and issue invoices
- Updating accounts payable and perform reconciliation
- Handle customers and their financial transactions
- Prepare and record all deposits and payments into the bank's
- Payments and Cash Management
- Verifying the accuracy of invoices and other accounting documents or records.
- Stock Management
- Production and Operations Management
- Marketing

SKILLS

Well versed with MS office (MS Word, MS Excel, MS Power Point)

Experienced in working on Tally 9.0 & Busy (Accounting Software)

Good Typing speed

Communication Skills

Leadership abilities

Decision-making skills

Time management skills

Graphic design

Accounting

Data Analysis

CERTIFICATES

Computer Professional Accounts & Taxation (2017)

Professional Accounts and Taxation (Tally & Busy) Manual & Computerized Accounts, Inventory & Reconciliation Balance Sheet, Goods & Service tax (City Commerce Academy – Chandigarh)

Web Designing Course (2016)

Hartron Skill Centre- Chandigarh

Diploma in Computer Application (2013 – 2014)

Advance Computer (Coral, Photoshop, English & Hindi Typing, Ms Word, Ms Excel, Banner & visiting card designing, Advance Image Editing etc.)-Sri ganganagar (Rajasthan)

Diploma in Information & Technology (2011)

Introduction to Computer Software & Hardware, Word processing, Spread Sheet, Introduction of Internet, Communication & Collaboration (Duke Infosys-Chandigarh)

LANGUAGES

English

Limited Working Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

INTERESTS

Surfing Internet

Reading Books

Music

Traveling

Playing Chess

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EDUCATION

PG Diploma in International Business Operations

Indra Gandhi National Open University

2022 (Panchkula, Haryana)

- PGDIBO

Master of Commerce

Indra Gandhi National Open University

2019 – 2022 (Panchkula, Haryana)

- MCOM

Bachelor of Commerce

Indra Gandhi National Open University

2015 – 2019 (Panchkula, Haryana)

- BCOM

Rajasthan Board of Secondary Education

B.L Memorial Senior Secondary School

2013 – 2015 (Sri Ganganagar, Rajasthan)

- 12th

Central Board of Secondary Education

Govt Model Senior Secondary School

2011 – 2013 (Chandigarh)

- 10th

PERSONAL DATA:

Father's : Shri Parkash Jain

Date of Birth : 07-Feb-1997

Sex : Male

Nationality: Indian

Marital Status: Unmarried

Permanent Address: Flat No. 6A, Ground Floor, New Town,
Opp Golf Meadows, Haibatpur Road, Derabassi-140507