

## **RESUME**

NAME :- **JITESH LALCHAND RAWLANI**

DATE OF BIRTH :- 11/10/1997

PERMANENT ADDRESS :- Room No. 102, Sindhi Colony, Station Road,  
Chalisgaon, Dist. Jalgaon,  
Maharashtra - 424101

MOBILE NO. :- 8788203379

AADHAAR NO. :- 5630 9184 7899

E-mail ID :- jiteshrawlani@gmail.com

SEX :- Male

RELIGION :- Hindu

CAST :- Open

NATIONALITY :- Indian

MARITAL STATUS :- Unmarried

DOMICIAL :- Maharashtra

LANGUAGE KNOWN :- Marathi, Hindi & English

### **EDUCATION QUALIFICATION**

Sr. No.	Name of Exam.	Board/ University	Year of Passing	Percentage
1.	S.S.C.	Nasik	March-2011	85.09%
2.	H.S.C. (Comm.)	Nasik	February 2013	50.00%
3.	B.Com	N.M.U., Jalgaon	Oct. 2017	53.79%

### **OTHER QUALIFICATION**

Sr. No.	Name of Exam.	Board/ University	Year of Passing	Percentage
1.	MS-CIT	Mumbai	June-2011	76.00%
2.	Tally	CCA, Pune	July-2013	'A' Grade

**EXPERIENCE :-**

- Work in A. H. Denbani & Associates, Chalisgaon  
As a Accountant for 1 Year. (June 2013 To July 2014)
  
- Work in a Private Accounting for 3 Years.

**WORK RESPONSIBILITIES :-**

- Handling Monthly GST compliances.
- Developing GSTR-2A report & interaction with clients and supplier.
- Interaction with client's departmental representative.
- Recording Accounting Entries.
- Financial Data Collection.
- Bank Reconciliation.
- Report Generation.

**TECHNICAL (IT) SKILLS :-**

- Microsoft Office
- Tally ERP 9

**OBJECTIVE :-**

To have a dynamic career, that gives me a chance to grow economically and psychologically by exercising my knowledge and abilities in the best interest in the ever-changing corporate scenario.

**DECLARATION :-**

I hereby declare that the above given information by me is true and correct to the best of my knowledge.

Place :

**Yours faithfully,**

Date :     /     /20

**(JITESH LALCHAND RAWLANI)**