**RESUME – Accountant cum MIS Executive**

**Jitendra Kumar Singh**

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**ACCOUNTANCY/COMPUTER ADMINISTRATION**

Office management – Supervision – Secretarial

A challenging position that will enable me to contribute to the organisation goals availing an

Opportunity for growth and advancement.

**Key Skills**:

* Knowledge of GST return and Income Tax return.
* Knowledge of GST audit.
* Knowledge of Advance Excel.
* Able to work in any Accounting Software.

**Education**:-

Bachelor of Commerce (B.com), 2015 from Calcutta University.

Certified Industrial Accountant (CIA), 2015 From Institute of Computer Accountant (ICA).

Computer: Tally, MS Office (Word, Excel, PowerPoint, outlook-Email).

Rajeev Agarwal & Company –Kolkata (From 01-12-2020 to Continue)

**GST and Audit Executive:**

* Monthly ITC and Revenue audit of Clients.
* GST return and Income tax return Filing.
* Filing of GSTR 9 & GSTR 9C of Clients.

Venera Software Private Limited–Kolkata (01-12-2019 to 31-10-2020)

**Accounts Executive cum MIS Executive:**

* Daily Monitoring of all accounting transactions in Busy(ERP Software).
* Salary and all kind of payment through ICICI net banking.
* Payment follow up from sundry debtors & outstanding report to management
* Prepare Company budget in every month.

Technocrat Infotech Pvt. Ltd.- Kolkata (01-08-2018 to 30-11-2019)

**Executive Accountant :**

* Daily monitoring of customer account (Debtors), Payment Issue with party and sales person.
* Bank Reconciliation Statement (BRS).
* Working in a company Software(Intteligent).
* Purchase Entry, Sale Entry, Bank Entry, Cash Entry, Voucher Entry, Etc.
* MIS Report in Excel (Vlookup, Hlookup, Pivot Table).
* Processing Invoice with corresponding.

Tara Maa Stores (Grocery Distributor) – Hooghly, (From 2015 to 2018)

**ACCOUNT EXECUTIVE:**

**Accountant cum Computer Administrator:-**

* Daily Monitoring of works, daily sales reports, purchase report, execution of deliveries, posting transaction of the day to the accounts file, daily stock reports, daily production entries in tally, e-mail, procurement.
* Processing Invoice with corresponding.
* Building relationships with new customers and distributors.
* Dealing with suppliers enquiries, Keeping customers accounts
* Bank Reconciliation statement, checking recorded and banked remittances from customers.
* Issuing cash and expenses for staff & labour, petty cash.

**Early Career Summary**

**To Computer Operator cum Back Office, 2012 to 2014**

Navin International – Kolkata, India

* Responsible for Import documents details with Bank.
* Computers:- Ms office, Internet, e-mail.

**Personal Details**

**Interests:**

* Maintaining presence on social networking sites.
* surfing on web, listening music

Driving license: WB-1520170248130 valid till (08-08-2037), west Bengal.

Born: 03-12-1991

Marital status: Married

Reference available on request.

Address: 31 R.K.M. lane, champdani, Baidyabati, Hooghly – 712222

Place: Kolkata

**Declaration:**

I hereby declare that the above statement are true to the best of my knowledge belief.

Date:

Place:

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**( Jitendra Kumar Singh)**