

# JITENDRA PRATAP SINGH

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## CAREER OBJECTIVE

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

## PROFESSIONAL QUALIFICATION

Completed Computer Course **DFA (Diploma in Financial Accounting)** under Navodaya Institute Pandeypur Varanasi.

## EDUCATION

**MBA (Banking & Finance) Pursuing**  
(SVSU)  
**B.Com.** 2010  
(Purvanchal University)  
**Intermediate**  
(U.P. Board) 2007  
**High School**  
(U.P. Board) 2005

## WORK EXPERIENCE

**Organization:** JVL Agro Industries Ltd.

**Designation:** Accounts & Admin Executive

**Working From:** July 2013 to Current.

**Working Responsibilities Manage in SAP:-**

- Party payment posting & ledger reconciliation.
- Bargain book checking & Approved.
- Decision taking lock bargain settle or reopen.
- Clearing of down payments against customer invoices
- Prepare & perform the full audit of Depot expense , Brokerage & Commission.
- Respond to incoming email and phone enquiries.
- Audit of sales, purchase invoice, cash & bank vouchers, debit, credit note
- Depot controls
- Post of sales invoice, advance receipt, clearing of incoming payments and down payment.
- Record sales and order information and sending copies to the sales office, or entering figures into a computer system
- Maintain Bargain Book Record
- Audit of Transportation indent ( Fright).
- G/L Entries posting in SAP sys.
- Answering monthly audit compliance report.
- Audit of office memorandum voucher.
- Prepare Daily/Weekly/ Monthly reports as required.

**TECHNICAL AND PERSONAL SKILLS**

**Skills:**

- A qualified Accountant having working knowledge in Accounts.
- Exposure of working in a computerized environment
- Able to handle the situations, leadership skills.
- Can give my best inputs to the company.
- Able to do any Practical work.
- Platforms :- Windows
- NIELIT (Doeacc Society) :- CCC
- Packages :- Ms-Word, Ms-Excel
- Accounting Package :- **SAP AND ERP FLASH**
- Basic Knowledge :- Internet, E-Mail

**INTEREST AND HOBBIES**

- Listening Music, Playing cricket, Bike riding.

**PERSONAL DETAILS**

- Date of Birth 20 June, 1990
- Father's Name Anshumali Singh
- Languages known English and Hindi.
- Passport No. S9172249
- Date Of Issued 05/03/2019
- Date of Expiry 04/03/2029
- Permanent Address Vill & Post- Barthara Kalan Chaubeypur Varanasi.  
Pin Code - 221111

I hereby declare that the above mentioned details are true to the best of my knowledge.

**Date:**

**Place:**

**(Jitendra Pratap Singh)**