

CURRICULUM VITAE

AMIT KUMAR JAISWAL

Address - 90, Faithfulganj, Cantt, Kanpur (U.P.)

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CAREER OBJECTIVE:

- To work on a challenging entry-level position in an esteemed organization where I can utilize my educational and technical skills to attain organizational goals.

WORK EXPERIENCE:

1- In Present time, I am working as Sales Co-ordinator in Mohani Tea Leaves Pvt. Ltd.

Duration: March 2020 to till now

Responsibilities:

- Communicate to Sales Team and Customers.
- Tracking to Sales Team via Tracker or Communication.
- Solve the Customer's claims & market problem
- Payment Follow up.
- Order Booking
- Provide Training to new employees.

2- I worked as an Internal Auditor & Asst. Accountant Executive in Mohani Tea Leaves Pvt. Ltd.

Duration: December 2012 to March 2020.

Responsibilities:

- Depot & Branch Stock Auditing and Physical Checking.
- Logistics-Bills Auditing & Payment
- Sales Accounts Auditing (Checking Debit Note, Credit Note, Customer Claims, Sale Scheme, Budget & Invoices)
- Warehouse General Expenses Checking and Payment
- Branding-Bills Auditing and Payment (ATL & BTL)

3- Assistant Accountant in Rakesh Sandal Industries (An Export House Recognized by Govt. of India), Kanpur i.e. export unit of Essential Oils, Spice Oils & Perfumery compounds.

Duration: June 2008 to December 2012.

Responsibilities:

- Performed all accounting features, including bank reconciliation, expense accruals, and reviewing of bookkeeper's entries.
- Prepared documents relating to Export Invoice.
- Sales Tax related work – Maintained records such as issue and receive Form "38", Form "C", Form "H" and other miscellaneous work.

4- Assistant Accountant in Kamlesh Kumar & Co. Allahabad in Liquor Trade.

Duration: June 2006 to May 2008

Responsibilities :

- Sale & Purchase Entry in Software.
- To See the U.P Excise, TDS & TCS Work.
- Manual Accounting.
- Inventory Maintenance in Software.
- Physical Stock Verification at location.

PROFESSIONAL QUALIFICATION AND EXPERIENCE :

- Working experience in *Navision ERP*.
- Ex Accounting Software (TATA's Software).
- Four months diploma in Accounting from Authorized *Tally Academy, Bangalore (Tally 7.2, 8.1, 9.0)*.
- In Computer (Computer Fundamental, WinXP, 7, 8, 10, MS-Word, MS-Excel).

ACADEMIC QUALIFICATION :

- L.L.B Passed from C.S.J.M University, Kanpur in 2013.
- Graduation (Commerce) Passed from C.S.J.M University, Kanpur in 2004.
- Intermediate Passed from U.P Board in 2001.
- High School Passed from U.P Board in 1999.

STRENGTHS :

- Hard Working.
- Good Communication Skills.
- Positive Attitude.

LANGUAGE KNOWN:

- Hindi
- English.

HOBBIES:

- Reading Newspaper.
- Listening Music & Singing Song.
- Playing.

PERSONAL PROFILE:

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|------------------|---|------------------|
| ➤ Father's Name | : | Mr. M.N. Jaiswal |
| ➤ Date of Birth | : | 11 May 1983 |
| ➤ Nationality | : | Indian |
| ➤ Sex | : | Male |
| ➤ Marital Status | : | Married |

DECLARATION:

I hereby declare that all information furnished above is true and correct to the best of my knowledge and belief.

DATE:

PLACE: KANPUR

(AMIT KUMAR JAISWAL)