

## **Amit Jain**

**Permanent Address –:** 252-253, 2<sup>nd</sup> floor, Pocket-A3, Secor-28, Rohini, Delhi-42

**Phone:** 09711392738

**DOB:** 10th May, 1979

**Mail-id :-** amitkjainit@gmail.com

### **EDUCATIONAL DATA**

- B.Com: C R M Jat College, Hisar in 2000.
- MBA from Bundelkhand University, Jhansi 2003

### **STRENGTHS**

- More than 23 Year's Experience of Banking Operation & Finance.
- Comprehensive knowledge of Banking Operations, Analytical abilities, Strong execution of plans, Result oriented, Quick learner and solution focused approach.

### **WORK EXPERIENCE**

#### **Accounting Exp :-**

**From Jan 2011 to till date**

**Location :- Delhi**

Working with J.S Associates as an Associates Partner since Jan 2011 to till date. Where I'm handling Independently more than 20 clients of various business from beginning to finalizing the balance sheets. (Includes all the entire GST returns and others misc returns etc.)

#### **Kotak Mahindra Bank Ltd :-**

**From July 2005 to Dec 2010**

**Designation:- Deputy. Manager**

**Location :- Rohtak (Haryana)**

#### **Work Profile :**

- ✍ Finalisation of Inward and Outward Clearing operations
- ✍ Cash In-charge.
- ✍ Cross selling to walking customers.
- ✍ Meeting with customer for maintaining relationship with bank.
- ✍ Funds Management As Per Requirement (Cash & Clearing)
- ✍ Retail Banking Customer Dealing
- ✍ Monitoring all the GL accounts
- ✍ Complete knowledge of all software used in the bank
- ✍ Back up for Retail Supervisor for all jobs when required.
- ✍ Handling Customer Care Desk
- ✍ Faced many times Audit With Satisfactory report
- ✍ Daily reporting of sales team.

## **HDFC Bank Ltd :-**

**From February 2002 – July 2005**

**Designation:- Jr. Officer (ADFC Pvt Ltd.)**

**Location :- Hisar (Haryana)**

### **Work Profile:**

- ✍ Finalisation of Inward and Outward Clearing operations
- ✍ Cash Management Services
- ✍ Depository Services
- ✍ Funds Management As Per Requirement(Clearing)
- ✍ Monitoring all the GL accounts
- ✍ Complete knowledge of all software used in bank
- ✍ Faced 6-7 times Audit With Satisfactory report

## **DELHI ASSAM ROADWAYS CORPORATION LTD :-**

**From April 2000 – February 2002**

Designation:- Accounts Officer in Internal Audits Department.

**Location :- Hisar (Haryana)**

### **Work profile :**

- Incharge of Audit dept for 35 branches
- Costing for various tenders in which our company participated.

### **INTERESTS**

Surfing the net, Listening Music, Cricket, Badminton

### **COMPUTER AWARENESS**

Fully acquainted with Windows-98,MS-Office (Word, Excel & Power Point),Tally , Busy (accounting software) & Internet and E-mail.

### **LANGUAGES KNOWN**

English, Hindi & Punjabi

### **PERSONAL DETAIL**

Father's Name :Late Sh.P.K.Jain  
Sex :Male  
Marital Status :Married  
Nationality :Indian

### **REFERENCES**

Can be given when required.

(AMIT JAIN)