**CURRICULUM VITAE**

**SACHIN JAIN**

S/o Sh. Vijender Kumar Jain

Deenanath Bazar, H.No: 9/690,

13 Maligate, Saharanpur-247001

Mob. No: 9818847699 (Self), 09027082880, 09997961045 (Resi.)

Email ID:- [sachin.jainlucky@yahoo.co.in](mailto:sachin.jainlucky@yahoo.co.in),dsgjg.sdfghf@gmail.com

**OBJECTIVE:**

To Pursue a challenging position and give my best output to the organization and further advance carrier and sharpen my skills.

**EDUCATION QUALIFICATION:**

1. B.COM. from C.C.S. University, Meerut (2004)

2. Intermediate from U.P.Board (2001)

3. High School from U.P.Board (1999)

Pursuing MBA in Finance from Symbiosis, Pune

**OTHER QUALIFICATION:**

Certificate by Unique Computer of Three Month Course (MS-Word, Excel & Accounting Package, Tally)

**WORKING EXPERIENCE:**

Worked as a **Exe-Accounts** with **Vikas Agarwal & Co. (Chartered Accountants)**

(From Mar- 2004 To July 2006)

**Responsibilities:**

Sales Accounting in Tally 4.5 & 5.4

Sale, Purchase, General Expenses entries

Preparation of Individual Returns.

Audit of Individual and Partnership Firms.

Responsible for Payments from clients

**WORKING EXPERIENCE :**

. Worked as an Accounts Coordinator in **Sahara Computers & Electronics Ltd**.(Head office) B4-, Sec. 63, Gautam Budh Nagar, Noida (U.P.)] (From Aug 2006 to Nov 2007)

**Responsibilities:-**

Cash Handling

Branch Imprest Handling.

Bank Reconciliation

Making payment of Vendors as per Credit terms & conditions.

T.D.S. ( Tds Deduction and entry in compu-tds software.)

**WORKING EXPERIENCE :**

Worked with **KONE Elevator India Pvt Ltd. (B-25, Sector 2, Noida)**

As an **Executive Finance.( from Nov. 2007 to Jan 2010)**

**Responsibilities:**

Contract Verification, Contract Progress Management.

Progress payment Claim, Running account bills generations and management.

Co-ordination with Head office & Financial shared service centre Operation

Responsible for Creditors payments and ledger reconciliation

Timely management of Employee expense Reimbursements and advance management.

Responsible for Debtors Collection on time and ledger reconciliation

Responsible for Other Receivables (EMD, Security Deposited,

TDS Certificates, WCST Certificates)

Inventory Control, Credit Note & Debit notes

Tracking Development of Cost through comparison of Pre Calculation and Post Calculation.

Bank Reconciliation.

Branch Cash Management.

Maintaining the accurate Master data information.

**WORKING EXPERIENCE :**

Presently working with **Videojet Technologies I Pvt ltd (New Delhi )**

As an **Assistant Manager- A & F ( Feb 2010 to till date)**

**Responsibilities:**

Day to day accounting activities in ERP-Oracle,11

Bank Reconciliation

AMC Contracts and Purchase Order Verification as per Company Norms.

Verification of Suppliers and Service Providers bills.

Co-ordination with Head office (Mumbai) for several type of queries and issues.

Record keeping of all Service Provider/supplier’s bill at branch level

Record keeping of AMC Invoices and Sales Invoices at branch level.

Follow up for payments on time as per terms & condition.

Reconciliation of Accounts ( Debtors & Vendors )

Timely Collection of ‘C’ forms, TDS Certificate from customer.

Responsible for Sales Tax Related matters( sales Tax return & collection of Statutory forms)

Branch Cash Management.

Stock Audit on quarterly basis.

Fixed Assets verification on Half yearly basis.

**STRENGTHS:**

Ability to work with timely targets ,Ability to manage interdepartmental issues.

Confident, Optimistic, Aggressive and always ready to accept new challenges

**PERSONAL DETAILS:**

Father's Name : Mr. Vijendra Kumar Jain

Date of Birth : 20.02.1983

Marital Status : Married

Sex : Male

Nationality : Indian

Pan : HJKLO1236L

Pasport : G4563217

**(SACHIN JAIN)**

Date:-