

Jitendra Rana

U 75/22 Room no 4 DLF Phase 3, Gurgaon

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Objective

- To secure a challenging position as an Accounting Assistant where extensive experience will be further developed and utilized.

Education

HIGH SCHOOL | 2008 | S.P.M.V.M

- Accomplish high school from Uttarakhand board with an aggregate of 68%

INTERMEDIATE | 2010 | ST. GAUTAM BUDHA SENIOR SEC. SCHOOL

- Accomplish Intermediate from Delhi board with an aggregate of 78%

GRADUATION | 2014 | SHOBHIT UNIVERSITY

- Accomplish b. Com from Shobhit University with 65%.

MBA | 2019| Jaipur National University

Accomplish MBA from Jaipur National University in financial Management

Working Experience

- Three year worked with OM LOGISTICS Ltd. As a Cashier cum billing collection
- Currently working in Euronics Industries Private Limited as Sr. Manager in B2B payments collection department from 1/8/2017

Job Description

- Monitor accounts on a daily basis
- Investigate historical data for debts and bills
- Take actions in order to encourage timely payments
- Resolve billing issues
- Resolve customer credit issues
- Contact clients and discuss their overdue payments
- Prepare and present reports on collection activities and progress
- Follow up with transporters for timely receiving
- Meeting with the clients through online or offline in case of issues regarding portals and orders
- Registering clients into their portal and generating user i.d
- Uploading invoices into portal
- Training to new joinees in collection

Skills & Abilities

COMPUTER SKILLS

- Operating Systems : Windows 2000, Windows XP, Windows Vista, Linux, MS DOS
- Office Package : Microsoft Word, Excel, PowerPoint, Access
- Tally
- Oracle

COMMUNICATION

- Excellent written and verbal communication skills.
 - Ability to prepare and evaluate long-range strategic plans.
 - Analyze, compare, interpret and predict facts and figures adeptly.
- Strong analytical and problem solving skills.

PERSONAL INFORMATION

Name	:	Jitendra
Father's Name	:	Rana
Date of Birth	:	B.S.Rana
Gender	:	20 ^h December 1991
Linguistic Repertoire	:	Male
Marital Status	:	English, Hindi and Garhwali Bachelor

STATEMENT OF PURPOSE

- I believe that your organization will provide me the opportunities to further develop the necessary skills needed for tomorrow's environment in the industry.

EXTRA CURRICULAR ACTIVITIES:

- Active Participation in Classroom exercises which consists of Stage Presentations,, Group Discussions.
- Participation in School and College Cultural Activities..
- S.T.C.W Course from Maritime Foundation,Chennai.

Declaration

I hereby declare the particular furnished above are true to the best of my knowledge and belief. I am looking forward to be associated with your esteemed company and work sincerely to excel in all the departments.

Date

