

Resume

Work Experience

Company : *HDFC Bank Ltd., Ahmedabad*
Designation : **Deputy Manager Retail Banking Sector**
Duration : **From 25th July 2012 till now**

A. Professional summary:

Detail-oriented Bank Accountant with extensive knowledge of banking procedures who adapts to evolving accounting procedures as applicable to the banking industry. Proficient in generally accepted accounting principles including data analysis financial projections

B. JobDescription:

The job responsibility includes

- Experienced with accounts payable, receivable and Cash Handling.
- Expert in auditing skills.
- Able to meet tight deadlines.
- Good work attendance record.
- Knowledge of currency conversions.
- Reconciling ledger accounts.
- Preparing monthly financial statements and quarterly reports.
- Ensuring the accuracy of financial statements.
- Completing monthly bank compliance requirements.
- Preparing monthly quarterly and annual reports.

Company : **M/s, Electrotherm (India) Limited, Ahmedabad**
Designation : **Sr. Account Assistant**
Duration : **From 19th November 2005 to July, 2012**

A. Company Profile:

Electrotherm (India) Ltd, The Company is in the Production of Steel Products like Billets, TMT Bar, and Stainless steel Flat, Round Bars, Angles, DI-Pipes.

B. Job Description:

The job responsibility includes

- Creditors & Debtors A/c Reconciliation & Coordinate With Purchase & Marketing Dept. For Recovery.
- Bank Reconciliation.
- Auditing of Purchases Bill with P.O. Details.



Amit Jain

Permanent Address:

B- 101 ShriHari Avenue I
Opp. Ghuma Bus Stand, ,
bopal ghuma road,Ghuma
Ahmedabad
E-Mailid
:jainamit290684@gmail.com
Phone No: 9979544215

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- J.V. Preparation & Passing.
- Knowledge of Excise Return.
- Monthly salary preparation.
- TDS Return Preparation on Monthly&Quarterly Basis
- Auditing of commission and other Bills.

Qualifications:

Professional:

Year:2002-2005

Two-year full time Graduate program in Bachelor of Commerce with specialization in Accountancy From Mohan Lal Sukhadiya University, Chittorgarh, Rajasthan.

Computer Proficiency:

ERP: Tally and Bank ERP

Working Experience in MS- Office.

Competencies:

- Energetic &self-motivated team player with good people management skills.
- Achievement oriented with an ability to manage change with ease.
- Thrive in work situations requiring an ability to manage multiple responsibilities.
- Flourish in both independent & collaborative work environment.
- Ability to manage stress, time and people effectively.
- Quick Learning, Adaptability, Loyalty are my greatest assets.

(Amit Jain)

