

CURRICULUM-VITAE

JITENDRA KUMAR SONI

Permanent Address: 38 A, Krishna Nagar,
Officers Enclave Kalwar Road, Jhotwara, Jaipur – 302012
Current Address: Nar Singh Mandir, Near Bharat Mata Mandir, Hardwar
Contact no. – 8318778643
E-Mail – jrmousun@gmail.com

Career Objective

To obtain a challenging and rewarding career in a dynamic cooperate environments. Seeking a position where my skills, experience and varied abraade will be used effectively.

Current Work Experience:

Working with M/s. Guru Kripa Infra Advertising Agency as Account Manager and Consultant as for Digital Marketing, and SEO, SEM, Website Designing since May 2022 to Till Date.

➤ Job Profile:

- Accounting, TDS, Service Tax, Income Tax, GST, Tally, Banking activities, Import procedures
- Preparation of monthly Profit & Loss account, and related financial statements, Finalization of Annual Accounts and Audit, Total understanding of accounting standards
- Sales Tax , VAT, full knowledge beginning to assessment level, related knowledge of accounts
- Complete Accounting including finalization of accounts., Taxation, Statutory Compliances.
- Balance sheet review and reconciliations including Bank, Debtors, Creditors

Strength:

- Ability to work in team.
- Good presentation & Communication, Skills.
- Quick Learner, Hardworking & Adjusting.
- Having a Pleasing Personality.

Academic Qualification:

- B.Com Final from Rajasthan University.

Extra Qualification

- Computer Hardware Engineer (Chip Level)
Computer Software Win98, Win XP, Win 7, Win 10, Office, Photoshop, Tally Erp, Internet, & Basic.
- Digital Marketing, and SEO, SEM, Website Designing.
- Networking Dual & Hub
- Specialty in All Kinds of Printers Repairing.

Experience

➤ 24 year as Accountant:

- 1) M/s. Bidawat Steels Pvt. Ltd. 1 Years. As Post As Post Senior Accountant.
- 2) M/s. Hi-Choice Fashion India Ltd. 3 Years. As Post As Post Senior Accountant.
- 3) M/s Bhartesh Gems in Delhi As Senior Accountant. 3 Years
- 4) M/s Lodhi Sports in Delhi as Senior Accountant Sep-2006 to Dec-2012
- 5) M/s Tara medicos Pvt Ltd. in SDMH Jan 2013 to July 2014
- 6) M/s D.T. Designer Tiles in New Delhi Sep 2014 to Sep 2018
- 7) M/s. S.K. Enterprises as Senior Accountant in Jaipur Nov-18 to June-2019.
- 8) M/s. Deepak Plywood & timber as Senior Accountant since July. 2019 to May 2022.

Personal Information

Father's name : Shri S. C. Soni

Date of Birth : 14- 05- 1982

Language known : Hindi & English

Marital Status : Married

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Nationality : Indian

Date: 09 Apr 2024

Place: Haridwar

(Jitender Kumar Soni)