**CURRICULAM VITAE**

JITENDRA KUMAR VERMA

S/o Sh Raja Ram Verma

Lic Colony Near Twinkle Kids School

Friends Nagar Mowa Raipur (c.g.)

Pin code 492001

Contract no :- 7999396665, 9826123624

**CAREER OBJECTIVE:-**

Seeking a position to utilize my skills and abilities in the corporate sector that offers professional growth while being resourceful, innovative and flexible.

**WORK EXPERIENCE:-**

**COMPANY NAME** PACL LIMITED

(PEARLS GROUP OF COMPANIES)

**DATE OF JOINING** 03-10-2001

**DESIGNATION**  EXECUTIVE

**COMPANY PROFILE** The company is dealing in real estate business and engaged in development land sale and purchase and facilitates agricultural and allied products .

**JOB PROFILE** 1. Preparing payment voucher handling of cash & bank book posting in computer .

2. Data entry operator

3. Heavy cash transaction

4. Bank transaction

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**COMPANY NAME**  PICL MULTISTATE CREDIT COOPERATIVE SOCIETY

**DATE OF JOINING** 20.06.2015

**DESIGNATION** EXECUTIVE

**JOB PROFILE** 1. Cash and bank transaction and maintain the

Cash book and bank book and reconciliation the

Bank transaction

2. Heavy cash transaction

3. Data entry operator and book the bms in

Member issued cheque

CURRENT JOB AGRAWAL PROPERTY SERVICES

DATE OF JOINING 02.06.2018

JOB PROFILE 1.Cash and bank transaction and maintain the

Cheque register and cash book .

2.Data entry operator

**EDUCATION QUALIFICATION:-**

B.COM Passed from Pt Ravishankar Shukla University, Raipur 47% aggregate

H.S.S.C: Board of Madhya Pradesh 65% aggregate

**COMPUTER PROFICIENCY:-**

Knowledge of the Accounting package TALLY 4.5 , 5.4 & 6.3.

Diploma in Computer Application s(M.S. WORD ,EXCEL &.POWER POINT )

## TECHANICAL QUALIFICATION

I T I Diploma in Diesel Mechanic from Industrial Training Institute Mana Raipur

affiliated to Jabalpur Board

**ESSIONAL SKILLS**

**PERSONAL SKILLS:**

Comprehensive problem solving abilities, excellent verbal and written communication skills , ability to deal people diplomatically,willingness to learn team facilitator hard worker.

**PERSONAL DETAILS**

* Name : Jitendra Kumar Verma
* Father’s Name : Sh Raja Ram Verma
* Category : General
* Nationality : Indian
* Date of Birth : 19 may 1976
* Permanent Address : Lic Colony Near Twinkle Kids School Friends

Nagar Mowa Raipur (C.G.)

**Declaration**

I hereby declare that the information given by me in this profile is true to the best my knowledge.

Date:

Place:- (JITENDRA KUMAR VERMA)