

## **AMARJIT RAJAK**

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Mobile: 9945068877

BHRATH PG, Rajiv Gandhi Nagar, Sector-6, HSR Layout,

Bangalore 560102. Land Mark - E-Aqsa-Madrasa- Masjid,

### **Career Objectives:**

To excel a career in the field of accounts and finance in an organization that provides a challenging work environment to enhance my knowledge and experience yet further.

### **Professional Experience**

Working for 2.5 years in GREET TECHNOLOGIES PVT LTD as Senior Account Process Executive for maintaining the account, inventory and taxation data for clients by using TALLY ERP 9 software.

Working from 21<sup>st</sup> January, 2015 to Present.

### **Roles & Responsibilities:**

- Processing the data related to account receivables, i.e. from receiving the sales order to receipt of money, Analyzing customer ageing and outstanding receivables, sending them reminding letter and follow up, also providing the data to stakeholders.
- Processing the data related to account payables, i.e. from sending the purchase order to payment of money, Analyzing supplier ageing and outstanding, responding and follow up to make the payment asap to avoid financial losses due to Interest payment and also to earn cash discount, providing the data to stakeholders.
- Maintaining fixed asset register, charging depreciation thereof.
- Preparation of bank reconciliation report.
- Inventory management (Re-order of Material, BOM, Deliver of Finished goods, WIP maintenance, Order tracking and outstanding to be delivered, Closing stock).
- Generating taxation forms and filing returns on time for Excise, VAT, CST, Service tax, TDS through Tally ERP9.

### **Academic Qualification:**

**B.COM** from AIMS (Acharya Institute of Management and Sciences) in 2014 with 50%.

**PUC** from KVS (Kendriya Vidyalaya Sangathan) Tinsukia, Assam in 2011 with 65%

**SSLC** from KVS (Kendriya Vidyalaya Sangathan) Tinsukia, Assam in 2009 with 58%

### **Technical Skills:**

MS office word, Excel, Power-point, Windows 7, XP, 8. Tally ERP 9.

**Achievements:**

- Played Regional and National level 400 mtr sprint.
- Played Regional level Taekwondo Martial Arts.
- Participated in Fashion show in AIMS.

**Extra circular Activities:**

Cooking  
Travelling  
Playing Cricket  
Listening Music

**Personal Details:**

Name: Amarjit Rajak  
Date of Birth: 26/08/1993  
Father's Name: Shri.Deosharan Rajak  
Mother's Name: Ms. Fhulmati Devi  
Marital Status : Single  
Language known: English, Hindi, Assamese , Bengali , Bhojpuri.  
Address: Mohanpur , Kateya /gopalganj Bihar-841437

**Declaration:**

I do hereby declare that the above information is true to the best of my knowledge.

Date:

Sign:

Place:

**AMARJIT RAJAK**