

# **CURRICULUM VITAE**

## **JITENDER GOYAL**

### **Address:**

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Sanjay Colony,Sector-23 Faridabad

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## **CAREER OBJECTIVE**

According to me "Nothing is Impossible" to me achieve in Life with hard work and self determination so I wish to prove my mettle if give a chance, through my knowledge.

## **EDUCATIONAL QUALIFICATION**

- 10<sup>th</sup> passed from HARYANA BOARD in 2011
- 12<sup>th</sup> passed from HARYANA BOARD in 2013
- B.Com from K.U in 2016

## **OTHER QUALIFICATION**

- ERP : Tally(5.4,6.3,7.2,9.0,ERP 9)
- Operating Systems : Windows 98, 2000, XP, Vista, and Windows 7
- Office Tools : MS Office, Excel, Word & Power Point.
- NET : Mailing & Other Work.
- Busy : Accounting

## **EXPERINENCE**

- Worked with NEELKAMAL enterprises PVT. Ltd .FARIDABAD as an account assistant from FEB 2015 to 1 NOV 2017.
- Working with frill Media ..FARIDABAD as an accountant from 8 NOV 2017 to till date .

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## **Company Profile**

M/s Neelkamal Enterprises Pvt. Ltd. Manufacturer and exporter of all type of ferrous and non-ferrous sheet metal automobile components like gaskets, washers, fibre filled washers and manufacturing of all type of sealing solutions.

## **Jobs Handled and Handling:**

- **General Accounting:** Preparation, Checking and Posting of the vouchers, scrutinizing of accounts, passing of adjustment entries, preparation and passing of provisions like payable & prepaid expenses, depreciation, etc. Preparation of all the papers as per the requirement of auditors.
- **Reconciliations:** Preparation and Checking of reconciliations of Debtors, Creditors, Bank and Settlement of difference.
- **Salary:** Preparation and Distribution of Staff Salary.
- **Credit Control:** Overview of all Accounts receivable and instruct personnel to collect the payments and help them to get it done.

### **PERSONAL PROFILE**

Date of birth	:	23/07/1993
Father Name	:	Sh. LalChand
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu

**Date:**

**Place:**

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