

CV

PERSONAL DETAILS

NAME : Ankit Jain. S

QUALIFICATION : Bachelor Of Business Management (BBM)

SPECIALIZATION : Finance

ADDRESS : #17/1,second floor,village street,
Ennore, Chennai-600057

CONTACT NO. : +91-7299690644

E-MAIL ID : ankitjain501@gmail.com

FATHER'S NAME : Shanthilal Jain

MOTHER'S NAME : Bhaweri Devi

DATE OF BIRTH : 18-05-1990

SEX : Male

MARITAL STATUS : Single

NATIONALITY : Indian

LANGUAGES KNOWN : English, Hindi and Tamil

HOBBIES : Reading, Music, Sports

SKILLS : Good in Communication, Learning
New Things, Positive Thinking

STRENGTHS : Responsibility, Always Be In Discipline &
Punctual

AREAS OF TECHNICAL EXPERTISE

OPERATING SYSTEM : Windows 7, 8, Xp

PACKAGES : M.S.Office (starter/basic), TFAP-Tally Financial
Accounting Program (TALLY ERP9)

KNOWLEDGE OF : Internet Browsing, Microsoft Office
Word, Excel, Powerpoint

WORK EXPERIENCE

- **PREVIOUS ORGANISATION NAME: *ARIHANT RETAIL PVT LTD***

DESIGNATION: UNDER SALES AND BILLING

JOB ROLE : SALES SUPPORT/CASHIER-BILLING/

BILLING TO PAN INDIA BRANCHES (STOCK OR ITEMS MOVEMENT)/

DATA ENTRY EXECUTIVE-BILLING AS GRC-GOODS RECEIPT CHALLANS(BACKEND)

UNDER GINESYS SOFTWARE AND PREPARING JJ FORMS ONLINE/MANUALLY

EXPERIENCE : 2 YEARS AND 5 MONTHS

JOINING DATE : FROM 1-5-2012 TO 31-10-2014

- **PREVIOUS ORGANISATION NAME: BHAGWATI TEXTILES AGENCIES**

DESIGNATION : UNDER SALES AND BILLING WITH CUSTOMER SUPPORT

JOB ROLE : FOLLOW UP THE CUSTOMERS ON CALL AND CLOSE UP THE SALES AND BILLING AND

BASIC ACCOUNTING(PAYMENTS/RECEIPTS/SALES /PURCHASE/DEBIT NOTE/CREDIT NOTE)

IN TALLY ERP9

EXPERIENCE : 5 YEARS AND 1 MONTH

JOINING DATE : FROM 1-1-2015 TO 31-01-2020

EDUCATIONAL QUALIFICATION

Degree/ Discipline	Year of Completion	University	Percentage Obtained
B.B.M-FINANCE (S.B.R.R Mahajana First Grade College)	JUNE 2011	Mysore University	71%
12 th standard-COMMERCE (M.F.S.D. Higher Secondary School,Chennai-79)	MARCH 2008	State Board Chennai	86%
10 th standard (ST. Joseph Matriculation School Chennai-57)	MARCH 2006	Matriculation Chennai	68%

I declare all the above information provided in correct to the best of my knowledge.

PLACE : CHENNAI

DATE: