

RESUME

JITENDRA KUMAR PATHAK

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Objective:-

- ★ To obtain a challenging position in forward looking companies that require a highly motivated person to attain the objectives.

Professional Skill:-

- ★ Knowledge of tally ERP software.
- ★ Knowledge of Ms-office, Ms Excel, Internet.

Work Experience:-

- ★ Worked with Applause Hospitality Pvt. Ltd as Assistant Accountant.
- ★ Maintain day to day books of accounts in Tally.
- ★ Maintain Bank reconciliation Statement and Reconciliation of debtors & creditors.
- ★ Maintain internal audit : store and accounts Book.
- ★ Maintain Journal entry sales, purchase & Exp. Invoice.
- ★ Maintain all Accounting Voucher entry.
- ★ Account payable- Major responsibility.
- ★ Taking care of project to streamline the PHD process for Indus Towers Ltd.
- ★ Making of (MIS) daily reports & Dashboards for work done, issues & pendency reports on daily basis which are given to the management.
- ★ Handled employee claims.
- ★ Help to Partners for preparation of Work Confirmation & advance shipment Notice of Service & Supply Invoices.
- ★ Validation the invoices on major responsibility.
- ★ Rejection invoices tracker handling.
- ★ Monthly productivity of inflow of the process flow report publishing.
- ★ SLA Penalty, SLA REWORD, SLA WALK, WFM Tracker.
- ★ Knowledge of making PO, SRN & GNR.
- ★ **Currently working in Mynd Integrated Solutions Pvt. Ltd.**

Academic qualifications:-

- ★ 10th from Sarvodaya Vidyalaya for the CBSE board
- ★ 12th from Sarvodaya Vidyalaya for the CBSE board
- ★ Graduation in B,Com from Delhi University.

Personal details:-

Date of birth : **16/11/1994**
Father's name : **Bhupendra Prasad Pathak**
Marital status : **Single**
Languages known : **English, Hindi**
Hobbies : **Travelling and Playing cricket**

Declaration:-I hereby declared that the particulars, filled above by me, are true to the best of my knowledge & belief.

DATE:

PLACE:

(JITENDRA KUMAR PATHAK)