

jai chand

Gurgaon, Haryana - Email me on Indeed: [indeed.com/r/jai-chand/14db49c125033cc9](https://www.indeed.com/r/jai-chand/14db49c125033cc9)

Willing to relocate: Anywhere

WORK EXPERIENCE

Accountant

Kamal Enviro Food LAB Pvt. Ltd - Gurgaon, Haryana - March 2015 to Present

Responsibilities

- Perform general office duties such as typing, operating office machines, and sorting mail.
- Add new material to file records, and create new records as necessary.
- Answer questions about records and files.
- Fees Collection & Accounting
- Responsible for complete Business Development and for achieving operational efficiencies and targets in three different locations of UP.
- Office work as per requirement.
- Responsible for Business Development and for achieving operational efficiencies and targets through a growth oriented team.
- Supervise day to day routine, operational activities and issues.

Accountant Assistant

dlf - Gurgaon, Haryana - February 2012 to Present

Responsibilities

i have level best my per fomance..

EDUCATION

b.com in accountant

k.u.k - Gurgaon, Haryana

2014 to 2014

SKILLS

good commincation

ADDITIONAL INFORMATION

my name is jay