

JITENDRA RAJPUROHIT

FINANCE MANAGER

CONTACT

+91 9677 77441
contactjitendra98@gmail.com
Mumbai - 401101

SKILLS

MS office (Word, Power point, Excel)
Advanced Excel, Tally ERP 9.
Problem solving
Power Bi
Punctual
Quick learner
Highly motivated

EDUCATION

H.S.C

Durga Devi Saraf Junior College

2014 - 2016

Maharashtra Board

Bachelor of Accounting and Finance

Reena Mehta College

2016 - 2019

University of Mumbai

LANGUAGES

English
Hindi
Marathi

PROFILE

I aspire to advance my career within a prestigious organization, one that values and nurtures talent. My goal is to continually push the boundaries of my abilities, deepen my knowledge, and harness my intellectual capabilities, ultimately fostering a devoted and enduring partnership with the organization. I am committed to making a significant impact, leveraging my skills and expertise to contribute meaningfully to the company's growth and success. I am dedicated to professional development, adaptable to change, and driven to deliver exceptional results.

WORK EXPERIENCE

Finance Manager

Reliance General Insurance

July 2019 - Nov 2022

Reinsurance Payment Checking & Processing:

- Responsible for verifying and processing reinsurance payments with a focus on accuracy and compliance.

Reinsurance Receipt Checking:

- Ensured proper documentation and validation of reinsurance receipts to prevent discrepancies.

Reinsurance Payment Accounting:

- Maintained detailed financial records for reinsurance payments, including transaction details and parties involved.

Reinsurance Payment Reconciliation:

- Aligned and cross-checked payment records to ensure consistency and correctness.

Reinsurance GST Reconciliation:

- Reviewed and aligned reinsurance transactions with Goods and Services Tax records for tax compliance.

Reinsurance TDS Reconciliation:

- Thoroughly reviewed Tax Deducted at Source (TDS) in reinsurance transactions for accuracy and compliance.

Reinsurance Receipt Accounting:

- Properly accounted for reinsurance receipts, ensuring financial transparency.

Reinsurance Foreign Payment Checking & Processing:

- Verified and processed reinsurance payments involving foreign currencies, adhering to international standards.

Reinsurance P&L Reconciliations:

- Reconciled profit and loss (P&L) statements related to reinsurance for financial accuracy and compliance.

JITENDRA RAJPUROHIT

FINANCE MANAGER

CONTACT

+91 9677 77441

contactjitendra98@gmail.com

Mumbai - 401101

SKILLS

MS office (Word, Power point, Excel)

Advanced Excel, Tally ERP 9.

Problem solving

Power Bi

Punctual

Quick learner

Highly motivated

EDUCATION

H.S.C

Durga Devi Saraf Junior College

2014 - 2016

Maharashtra Board

Bachelor of Accounting and Finance

Reena Mehta College

2016 - 2019

University of Mumbai

LANGUAGES

English 

Hindi 

Marathi 

Finance Manager & Executive Assistant to MD

Maitri Lab Grown Diamonds

Dec 2022 - till date

Store Inventory Management:

- Successfully managed and maintained a comprehensive store inventory system, ensuring accurate stock levels and efficient stock rotation.
- Conducted regular inventory audits and implemented best practices to reduce discrepancies and streamline the ordering process.
- Developed and maintained vendor relationships to secure favorable pricing and timely deliveries.
- Collaborated with the sales team to align inventory levels with customer demand.

Reconciliation of Payables:

- Oversaw the reconciliation of payables related to inventory, meticulously tracking outstanding invoices and ensuring timely payments.
- Implemented financial controls to prevent discrepancies and optimized cash flow management.

Vendor Payments:

- Managed vendor relationships by negotiating terms and conditions to secure cost-effective and timely material deliveries.
- Ensured timely and accurate vendor payments, maintaining strong working relationships.

Machine Operation Department Support:

- Worked closely with the machine operation department to understand their material requirements and provided timely support in fulfilling their needs.
- Coordinated with team members to ensure smooth operations and minimal downtime.

Production Process Cycle Management:

- Streamlined the production process cycle, from procurement to final product assembly, optimizing efficiency and reducing lead times.
- Collaborated with cross-functional teams to address production bottlenecks and implement improvements.

Sales Updates:

- Assisted in compiling and analyzing sales data to provide regular sales updates to the management team.
- Contributed to sales forecasting and strategies for meeting revenue targets.

Market Research and Analysis:

- Conducted in-depth market research to identify trends, opportunities, and potential threats.
- Provided comprehensive analysis reports to assist in making informed business decisions.

Executive Assistant Responsibilities:

- Managed the executive's calendar, scheduling meetings, appointments, and travel arrangements.
- Prepared and edited documents, presentations, and reports for the executive.
- Handled confidential information and maintained the highest level of discretion.