

# Jiten Vinayak Meher

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## CAREER OBJECTIVE:

To serve the organization with full dedication, hard work & give my best to the organization.

## EDUCATION QUALIFICATION:

Course	School/University	Passing Year	Marks
Bachelor of Commerce	M.L. Dahanukar College of Commerce, Mumbai University	2015	"B" Grade
H.S.C	Yojana Jr.College	2012	55%
S.S.C	Suvidya Prasarak Sangh Suvidyalaya	2010	56%

## ADDITIONAL QUALIFICATION :

Certified Industrial Accountant course from ICA Edu Skills Pvt. Ltd., Andheri (W)

## COMPUTER + PROFESSIONAL SKILLS :

- 1) Taxation - TDS, ITR, GST, PAN, TAN
- 2) Tally (ERP 9 – Series 6.1.1)
- 3) Excel - (VLookup, HLookup, Conditional Formatting, Pivot Table, Pivot Chart, Data Validation)
- 4) SAP FICO Certification Course 2018 (Accounts Payable, Accounts Receivable, Banking, General Ledger Posting)

## WORK EXPERIENCE:

### 1. Ionz digital Pvt. Ltd (May-2021 to Till present)

Currently work in Finance department as a Sr. Accounts/Finance Associate.

#### Responsibilities:

- To check & prepared client data on the basis of client profile & check subsequent approvals.
- To update data of client in systems server.
- Prepare and make a sales entry in Tally system.
- Uploading subsequent documents in systems along with sales invoices.
- Co-ordinate with collection team and handover all the information and documents.
- Updation of billing sheet consist of client data.
- Filling of sales invoices.

## **2. CMA CGM Agencies India Pvt. Ltd (July-2019 To January 2021)**

1 year & 6 months of experience in Finance department as a Sr. Executive Finance.

### **Responsibilities:**

- Ensure to obtain periodical petty cash statements & vouchers from PAN India locations within the given deadlines.
- Ensure to check all vouchers along with petty cash statement in detail & ask for clarification if required.
- Timely scanning of all the documents of petty cash & send it to Shared Service Centre (SSC) for the accounting purpose in the system.
- Approval of each accounting entry after proper checking for the petty cash entries passed by SSC before period closure.
- Preparation and analysis of location wise petty cash expenses payment.
- Filling of petty cash vouchers & invoices for fixed assets.
- Review & approve corporate vendor invoices.

## **3. Compuage Infocom Ltd (May- 2018 To July-2019)**

1 year & 2 months of experience in Purchase Order account department as an Account Assistant.

### **Responsibilities:**

- Receiving purchase requisition through email by different branches and load the purchase order after reviewing it in Cisco vendor portal.
- Analyzing the purchase requirement of the product team as per indent given.
- Creating Purchase Order in SAP system.
- Receiving material code by sales team and maintain it SAP system and giving material details to branches for inward purpose.
- Raising cases in Cisco web to resolve the different queries like adding material part codes, requesting ship date changes, Order cancellation, etc.
- Material transfer to one branch to another branch as requested by the partners.
- Finding out stock which needs to be bill and giving this report to sales team and to their respective partner.

## **PERSONAL PROFILE:**

<b>Address</b>	:	Eksar, Thakur Pakhadi, Shree Prasad Nivas, R.N.2, Borivali (West), Mumbai- 400 092.
<b>Gender</b>	:	Male
<b>Date of Birth</b>	:	14/10/1994
<b>Nationality</b>	:	Indian
<b>Marital Status</b>	:	Unmarried
<b>Linguistic Known</b>	:	English, Hindi & Marathi
<b>Hobbies</b>	:	Exploring new places with friends.

I HEREBY DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE  
BEST OF MY KNOWLEDGE.

Date:

Place: Mumbai.

Sign: