



## **JITENDRA .B. KAMBLE**

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### **PROFESSIONAL /**

### **EDUCATIONAL QUALIFICATION**

- B Com. (2005) Mumbai University
- Diploma in Office Automation (DOA), MS-CIT
- (ICFA Certified in Taxation from institute of Corporate Finance & Account)

### **COMPUTER SKILLS**

- Knowledge of Tally Prime 4.1
- Accounting SAP Knowledge
- Knowledge of Advance Excel & Formula & M. S .Word

## **ABOUT**

A High School from a reputed institute from Mumbai – India. I over a period of more than 14 years has obtained valuable experience in various fields of Accounts. I am a very committed, proactive individual who has a fair knowledge of accounts, problem solving ability. excellent conversation skills Being a strong computer literate.

## **PROFESSIONAL EXPERIENCE**

### **ACCOUNTS**

**SOPAN -Shanay Autism Resource center (Society of parents of children with autistics Disorder ) –**

**From Nov -2021 to SEP- 2024**

**Designation: Accountant**

- Payment & Receipt entry in tally
- Making fees Receipt.
- Administration work .(Salary, attendance ,Biometric)
- Handling petty cash & making summary detail.
- Checking & payment vendors related work
- Making monthly report fees summary.
- Bank Reconciliation
- Prepare Budget & Financial Statement
- Banking related work

**Jai Hind Road Builders**

**May 2019 to Oct 2021**

**Designation: Account Executive**

**Role & Responsibilities**

- Day to day accounting entries & Maintaining Account of books in Tally PRIME
- Tracking receivable & payable, following with customer and Vendors
- Bank Reconciliation with internal bank account
- Monthly maintain petty cash project site wise
- Monitoring, verifying the site expenses report received from Multiple sites in operation. Ensuring adequate supporting, genuineness of transaction & correct accounting of project operation
- Preparing working for TDS Return
- Knowledge of GST & Assist to GST Reconciliation work Monthly

## **KEY SKILLS**

- Financial Reporting & Statement
- Budget & Planning
- Tracking Account Receivable & payable
- Administration
- TDS
- Bank Reconciliation
- Handling Petty cash
- E-way Bill

## **PERSONAL INFORMATION**

Date of Birth : 3<sup>RD</sup> July 1982

Marital Status : Married.

Nationality : Indian

Languages : English, Hindi  
& Marathi

### **Reliance Retail Ltd –on Third party payroll ACE service Jan 2018 to Dec -18**

**Designation : Executive - Finance & Account**

#### **Role and Responsibilities:**

- Monthly Raise sale invoicing billing with help of SAP
- Follow up for Payment ,Brand Reconciliation
- Monthly closing of accounts receivable ledger
- Monthly working Debtors Report with help of SAP
- Detail maintain payment advise prepare MIS report weekly
- From-July 18 -on party payroll Reliance SMSL Ltd
- Process Purchase orders FM Services (Integrated Facility Management Dept.)
- Coordinate with FM Team process for Payment Status

### **Aircel Ltd -On Third party payroll-ASLEnterprises From Feb-17 to Jan 18**

**Designation: Finance Executive**

#### **Role and Responsibilities**

- Coordinate with Corporate for Vendors Payment
- Scrutiny of Vendor, Reconcile Account Payable transaction
- Follow up for Payment Head office
- Checking Vendors status List with the Help of SAP
- Monthly Working Insurance Claim Different Site ID
- Release payment & Advise Payment with Detail deduction with the help of SAP

### **AMINES & PLASTICIZER LTD**

**Nov 2009 to Jan 2017**

**Designation: Account Assistant**

#### **Role and Responsibilities**

- Purchase & sale Bill Entry Tally ERP 9 & Orient ERP
- Making Sales Invoice
- Note in Tally & ERP Scrutiny of Vendors.
- Quarterly Cash balance confirmation & creditor balance confirmation report
- Store Reconciliation with Account Books
- Monthly Working TDS
- Assist to Working Preparing Service Tax Monthly
- Monthly Basis Bank Reconciliation Statement & Maintain Record as per Bank Statement
- Monthly Working LBT (NMMC CESS)
- Assist to Monthly Stock Statement Related Creditors Detail Working
- Prepare Monthly Insurance Policies & Prepaid Expenses
- Monthly scrutiny salary payable advance employee salary account, etc.