

# **CURRICULUM VITAE**

**AMIT KUMAR JAISWAL**

**Address -** 90, Faithfulganj, Cantt, Kanpur (U.P.)

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## **CAREER OBJECTIVE:**

- To work on a challenging entry-level position in an esteemed organization where I can utilize my educational and technical skills to attain organizational goals.

## **WORK EXPERIENCE:**

**1- In Present time, I am working as Sales Co-ordinator in Mohani Tea Leaves Pvt. Ltd.**

**Duration: March 2020 to till now**

### **Responsibilities:**

- Communicate to Sales Team and Customers.
- Tracking to Sales Team via Tracker or Communication.
- Solve the Customer's claims & market problem
- Payment Follow up.
- Order Booking
- Provide Training to new employees.

**2- I worked as an Internal Auditor & Asst. Accountant Executive in Mohani Tea Leaves Pvt. Ltd.**

**Duration: December 2012 to March 2020.**

### **Responsibilities:**

- Depot & Branch Stock Auditing and Physical Checking.
- Logistics-Bills Auditing & Payment
- Sales Accounts Auditing (Checking Debit Note, Credit Note, Customer Claims, Sale Scheme, Budget & Invoices)
- Warehouse General Expenses Checking and Payment
- Branding-Bills Auditing and Payment (ATL & BTL)

**3- Assistant Accountant in Rakesh Sandal Industries (An Export House Recognized by Govt. of India), Kanpur i.e. export unit of Essential Oils, Spice Oils & Perfumery compounds.**

**Duration: June 2008 to December 2012.**

### **Responsibilities:**

- Performed all accounting features, including bank reconciliation, expense accruals, and reviewing of bookkeeper's entries.
- Prepared documents relating to Export Invoice.
- Sales Tax related work – Maintained records such as issue and receive Form "38", Form "C", Form "H" and other miscellaneous work.

**4- Assistant Accountant in Kamlesh Kumar & Co. Allahabad in Liquor Trade.**

**Duration: June 2006 to May 2008**

**Responsibilities :**

- Sale & Purchase Entry in Software.
- To See the U.P Excise, TDS & TCS Work.
- Manual Accounting.
- Inventory Maintenance in Software.
- Physical Stock Verification at location.

**PROFESSIONAL QUALIFICATION AND EXPERIENCE :**

- Working experience in *Navision ERP*.
- Ex Accounting Software (TATA's Software).
- Four months diploma in Accounting from Authorized *Tally Academy, Bangalore (Tally 7.2, 8.1, 9.0)*.
- In Computer (Computer Fundamental, WinXP, 7, 8, 10, MS-Word, MS-Excel).

**ACADEMIC QUALIFICATION :**

- L.L.B Passed from C.S.J.M University, Kanpur in 2013.
- Graduation (Commerce) Passed from C.S.J.M University, Kanpur in 2004.
- Intermediate Passed from U.P Board in 2001.
- High School Passed from U.P Board in 1999.

**STRENGTHS :**

- Hard Working.
- Good Communication Skills.
- Positive Attitude.

**LANGUAGE KNOWN:**

- Hindi
- English.

**HOBBIES:**

- Reading Newspaper.
- Listening Music & Singing Song.
- Playing.

**PERSONAL PROFILE:**

- Father's Name : Mr. M.N. Jaiswal
- Date of Birth : 11 May 1983
- Nationality : Indian
- Sex : Male
- Marital Status : Married

**DECLARATION:**

I hereby declare that all information furnished above is true and correct to the best of my knowledge and belief.

**DATE: .....**  
**PLACE: KANPUR**

**(AMIT KUMAR JAISWAL)**