JITENDRA SINGH



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CURRICULUM VITAE

OBJECTIVE : To achieve excellence in Administration/ Public Relation/ Management by in-depth learning and Acquiring Knowledge with best utilization of my Professional Skills, Knowledge, and Experience in the corporate world.

Experience : **More then 32 Years** in Administration, Management, Operation / Procurement / Inventory Management etc.

Career Profile: Direct hands on experience and in-depth involvement in Management, Procurement Management, Asset Control Management, , Inter-Branch Reconciliation, Credit control, etc. with Automobile, Finance , Educational & companies like ***Rajesh Motors (Raj) Jaipur, Army School Jaipur Cantt. Banasthali Girls University Newai (Raj) & Just Dial Limited***

MY STRENGTH

- Capable of doing work within deadline with accuracy.
- A good troubleshooter.
- Can accept any sort of challenging work.
- Sincerity, hardworking and honesty.

CAN HANDLE

- General Administration / Procurement / Asset Management
- Daily reporting to Management
- Supervision of all Marketing & Administration Related Activities Planning / Feed back / General Guidelines to colleagues etc..
- Operation / Overall administration
- Any work assigned.

EDUCATIONAL BACKGROUND

B.Com **1990 – 1993**

M.Com 1996 – 1997

M.B.A Dist. 2005-2006 From JRN University Udaipur

COMPUTER SKILLS

- MS word / Excel
- Can work on Power Point, Internet (E-Mail) etc.
- Proficiency Tally(Accounting Package)- SAP ERP -MM,

JOB EXPERIENCE – 32 years

1. **JUST DIAL LIMITED (2007…)**: Working as a Senior Manager Administration,
   Just Dial is a leading / Indias No.One telephonic yellow pages, a renowned name in the field of Information / Advertising Sector.

2. **BANASTHALI VIDYAPITH: (Mar 2005-2007).**
   Banasthali Vidyapith is a Deemed University & a recognized name in the field of Women Education.

   Accounts CLERK
   - Looking after Grants / Projects budgeting .
   - MIS reports of Deptt.
   - Detail Cash, Bank, Fee, Defaulter, Admission reports etc.
   - Internal Auditing.
   - Debtors Control.

3. **ARMY SCHOOL JAIPUR CANTT: Worked from June 2002 – Mar 2005**
   Army School Jaipur Cantt. Is an Army Welfare Education Department Organization runs School & it runs 117 Schools in all over India. Governed by the Army Head Quarter New Delhi.
   JR. ACCOUNTANT
   - Supervision of day-to-day Accounting.
   - Looks after Admissions & Withdraws.
   - Preparation of various reports like Defaulters etc.
   - Supervision of routine banking transaction & reconciliation.
   - Collection of fee.
   - Handling of Army Quarterly Audit Board / C.A Audit
   - Salary making & P.F Management
   - Liaisoning with Govt. Treasury/Banks/Courts etc.

4. **SHEKHAWAT LEASING & FINANCE CO. : Worked from July 1999 – May. 2002**
   Company under takes transportation & Finance work.

   ACCOUNTS OFFICER
   - Preparation of monthly accounts.
   - Controlling of Financial records & preparation of final accounts.
   - Preparation of contract accounts.

- Liaisoning with Banks / Courts etc.

5. RAJESH MOTORS (RAJ) : Worked from July 1993 - April 1999

Company is an Authorized dealer of Maruti Suzuki /E-JCB/Ashok -Leyland & contractor for J&K White & Birla White cement plant Khariya Khangar Nagauer, Truck -Coach Builders etc.

ASSISTANT ACCOUNTANT

- Handling of contract work with J&K & Birla White.
- Accounting work for their sister concerns up to B/S Finalization
- Liaisoning with Banks/Courts etc.
- Payment to the Labors & Contractors.
- Assigned work by the Director of the Firm.

PERSONAL DETAILS

Father's Name	:	Shri Rajendra Singh Shekhawat
Date of Birth	:	18.09.1973
Marital Status	:	Married
Hobbies	:	listening to music & making friends
Salary Drawn	:	1,03,000/- P.M (76+ 27 Variable Per Month).

Date: 01-06-2025 **(Jitendra Singh)**