



**Jitendra Kumar Mohanlal
Bhaktani**

CONTACT

PHONE:
+971524984324

HOME ADDRESS: Meena Bazar
'Burdubai, Dubai UAE

Email:

Jitendra.bhaktani1989@yahoo.com

CAREER OBJECTIVE

-To perform as a competent individual and be able to use my knowledge and skills that is needed to produce the best of myself. To obtain a position that would best fit my qualifications and develop further my talents and skills for continuous career development and meet the company goals and objectives.

PROFESSIONAL EXPERIENCE:
12+ years of experience in Accounting

PROTEIN DISTRICT FZ LLC Dubai (U.A.E)

(01st August 2019 to still working)

Job responsibilities:

- Handling 3 Stores accounting (Dubai, Sharjah & Abu Dhabi).
- Preparation of reports (Monthly sale Report, Monthly Analysis and Charts for Monthly Analysis.)
- Meeting with Salesman and reporting the status of debtors.
- Update transactions on monthly basis in accounting system, reconciliation of the same and Overview of General Ledger.
- Posting of expenses on an accrual basis.
- Monthly Bank Reconciliation
- Accounts payable and Accounts receivable.
- Petty cash, cash book, Stock transfer, Sales, and Purchase tax invoice

GREEN CASTLE GROUP

(7th August 2012 to 31st May 2019 Dubai (U.A.E)

Job responsibilities:

- Preparation of reports (Monthly sale Report, Monthly Analysis and Charts for Monthly Analysis.)
- Meeting with Salesman and reporting the status of debtors,
- Update transactions on monthly basis in accounting system, reconciliation of the same and Overview of General Ledger.
- Posting of expenses on an accrual basis.
- Monthly Bank Reconciliation
- Accounts payable and Accounts receivable.
- Petty cash, cash book, Stock transfer, Sales, and Purchase tax invoice

CAESAR INDUSTRIES LTD

(20TH March 2010 to 31st August 2011 China)

Worked as a Junior Accountant in Caesar Industries Ltd

PERSONAL INFORMATION

Age: 34 Years

Nationality: Indian

Sex: Male

Date of Birth: 21st June
1989

**Language
Spoken:** Hindi, English,
Sindhi, Gujarati

Job responsibilities:

- Bank Reconciliation, Bank Loans and its related interest account, Inter Company Loan, Payroll account and advise the client regarding liability.
- Preparation of Business Activity Statement on quarterly basis (Return).
- Helping in Statutory Audit, Tax Audit and Internal Audit (Process)
- Verification of all types of vouchers, opening balances, different accounting Policies, communication process as well as documentation and controls regarding it and various aspects of business
- Verification of various terms and conditions of different contracts.

EDUCATIONAL QUALIFICATION:

- I. Post graduate Diploma in computer application first Class. (PGDCA) 2009-10 65.29%
- II. Bachelor's in arts (BA) Second Class 2007-09 59% North Gujarat University, Patan (India)

Key Skills: Financial Statement, Bank Reconciliation, Account Receivable, Account Payable, Inventory Updates, MS Office (Excel), Credit Control, Internet, VAT, Commercial Transaction Entries.

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

Jitendra M Bhaktani