

JITENDER SINGH

PROCUREMENT OFFICER/GENERAL ACCOUNTANT



PERSONAL DETAILS

Date of Birth: 14th Feb, 1971

Passport No.: Y9922205

Nationality: Indian

Marital Status: Married

Address: Abu Dhabi,
U.A.E.

CONTACT DETAILS

Cell No.: 00971 55 9751 990

E-mail Address:
Saru.pathania93@gmail.com

LANGUAGES

- English
- Hindi
- Punjabi

ORGANIZATIONAL SKILLS

- Task Oriented
- Time Management
- Communication
- Quick & Keen Learner

REFERENCE

References will be provided upon request.

CAREER OBJECTIVE

Seeking a responsible and challenging position in a growth oriented progressive organization where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

EXPERIENCE

**Elenco General Trading
Company Sole Proprietorship LLC**
(Joinery Division/ Woodworks
Division)

Designation: Procurement Officer
& General Accountant

(8th Dec, 2011 to April, 2024)

Responsibilities:

- Accounts Receivables
- Payables
- Billing to Client
- Payroll
- Procurement
- Petty Cash
- Variance Report
- Accounts Reconciliation
- Rectification
- Profitability Report
- Bank Reconciliation etc.

Fibrex LLC

Store Keeper
(Aug -2008 to Aug, 2011)

Responsibilities:

- Providing assistance to top level accountants.
- Check goods receipt/issue requisition documents.
- Receive delivery documents, make goods issue requests, save information on the goods management system.
- Receive detailed and accurate information when goods arrive at the warehouse, then carefully check and record the quantity.
- Keep track of minimum inventory and stock counts for the day.
- Make a purchase requisition form according to plan.

EDUCATION

Senior Secondary (Plus Two) Examination 1990
Himachal Pradesh Board of School Education Dharamshala (India)

Matriculation Examination 1987
Himachal Pradesh Board of School Education Dharamshala (India)

PROFESSIONAL SKILLS

- Orion ERP System
- Microsoft Office
(Excel, Word & Power Point)

CERTIFICATION

- Advance Diploma in System MGT.
Course 1 Year
(High Tech Computer Institute)