

# Jitendra Darji

Accountant

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## PROFESSIONAL SUMMATION

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I graduated with a master of commerce. An Accountant with more than Eight years of experience in finance & Accounting. Highly skilled in maintaining financial records, streamlining accounts and preparing accurate financial reports to determine or maintain record of assets, liabilities, profit & loss and other Financial activities within an organization. Proficient in various software such as Tally ERP9 and Microsoft office Suite (Word, Excel, PowerPoint). Have a passion for continuous learning and professional development opportunities. And always willing to work under extreme pressure while ensuring timely submission of deadline based projects without compromising quality.

## CAREER OBJECTIVE:

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To be a part of The Accounting team and to grow in the organization by contributing my knowledge & Experience to achieve the higher level within the department.

## Skills

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Problem-solving, good Communications, Good exposure in Tally-9 ERP, MS Excel and MS Office 2010, power-point, corporate accounting, Human resourcing, Tax Accounting, Data analytics & TeamWork Etc.

## Work Experience

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**Koussa Group Limited (Since Aug-21 –July-24) as Senior Accountant**  
**Location: - Freetown Sierra Leone (West Africa).**

- ☐ Managing and overseeing the daily operations of the accounting department
- ☐ Monitor general ledger, accounts receivables, accounts payables and other records.
- ☐ Responsible for the monthly closure as well as maintaining all accounting ledgers including monthly review of all account reconciliations and journal entries.
- ☐ Monitoring and analyzing accounting data and produce financial reports or statements
- ☐ Establishing and enforcing proper accounting methods, policies and principles
- ☐ Collaborate with sales team to identify and grow opportunities within territory
- ☐ Managing Import Order and tracking.
- ☐ Responsible in the preparation of employees' salaries on a monthly basis, calculation of vacation settlements and end of service benefits.
- ☐ Preparing monthly GST, Nassit and Payee etc.

**Axis Bank (Since Jan-21 –Jul-21) as Assistant Account Manager**  
**Location: - Jaipur, (Raj) India.**

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- ☐ Petty cash & main cash management.
- ☐ Analyzing and summarizing the DA/TA and other expenses of the Domestic marketing team. Report preparation and rectification/observation.

- ☐ Bank Reconciliation, preparing monthly Drawing Power statements, Bank C.C. interest calculation and other documentation.
- ☐ Monitoring day to day accounts activities, approving Account Receivable, Accounts payable, Journal entries and accounting Debit Note, Credit Note
- ☐ Coordinating with auditor for finalizing the financial statements

### **Shree Om Polymer LLP (Since Jan-19 – DEC-20) as Senior Accountant**

**Location: - Jodhpur (Raj) India.**

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- ☐ Preparation of reconciliations of bank accounts account receivable, accounts payable, payroll and payroll tax reports
- ☐ Preparation monthly bookkeeping, write-ups and financial statements, consulted with clients on financial status and potential problems and solutions.
- ☐ Preparing monthly, quarterly and annual financial statements.
- ☐ Preparing all required schedules and analysis for monthly close as well as monthly balance sheet, P&L, and cash flow statements.
- ☐ Performing monthly financial statement analysis and report to management on revenue and business strategies.
- ☐ Preparing and distributing to sales manager and CEO daily, monthly, quarterly and annual sales reports

### **MEDOPHARM PVT LTD (Since Jan-17 – Dec-18) as Accounts Executive**

**Location: - Chennai (Tamil Nadu) India.**

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- ☐ **Cameroon Project** – Handled Warehousing, Sales, management of Inventory, Receivables & Expenses vouching based on country specific taxation, and Employees tax. Business structured on Profit sharing basis.
- ☐ **Medopharm Domestic Marketing Employees Expenses Summary** – Analyzing and summarizing the DA/TA and other expenses of the domestic marketing team. Report prepared and rectification/observation given.
- ☐ **Agma Food Pvt LLP (Medopharm's FMCG division)** – Audit done for FY 16-17 (Sales, Purchase, Daily Expenses, Petty Cash/Main Cash, Bank Statements), Salary statements (TDS, EPF, ESI & other deductions) Physical stock Inventory
- ☐ **MPL Stock Inventory & report preparation FY16-17**– Physical stock inventory & Fixed Assets inventory (Unit-1, Unit-2, Warehouse, and Store.)

### **Job Roles Handled:**

- ☐ Monitoring day to day accounts activities, approving Account Receivable, Accounts payable, Journal entries and accounting Debit Note, Credit Note
- ☐ Bank Reconciliation, preparing monthly Drawing Power statements, Bank C.C. interest calculation and other documentation
- ☐ Verifying and maintaining Credit Card statements.

- ☐ Analyzing and summarizing the DA/TA and other expenses of the Domestic marketing team. Report preparation and rectification/observation.
- ☐ Monthly collections/payment planning
- ☐ Verifying and Maintaining Salary Statements (ESI, EPF, TDS Any Other Deductions).
- ☐ From 16A working (Aggregate amount deductible under the three sections, i.e., 80C, 80CCC and 80CCD)
- ☐ Preparations of monthly GST, Quarterly TDS returns,
- ☐ Preparing the Financial Statements (Balance sheet, Profit & Loss statement)

**Bafna Marketing LLP (Since June-15 –Nov-16) as Accounts Executive**  
**Location: - Chennai (Tamil Nadu) India.**

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**Job Roles Handled:**

- ☐ Handling the daily cash and bank transactions.
- ☐ Preparing Invoices, accounting the receipt and payment entries.
- ☐ Maintaining the books of accounts. Inventory Management
- ☐ Preparing Financial Statement (i.e. Balance Sheet, Profit & Loss Account)
- ☐ Coordinating with the auditor for finalizing the financial statements.
- ☐ Customer Relationship, Letter Correspondence.

**Scholastics Milestones:**

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- ☐ Post-Graduation in Commerce from JNV University in 2016 With “A” class Rank
- ☐ Graduated in Bachelor of commerce in business administration and Accounting from JNV University in 2015 With “A” class Rank

**Extra-Curricular Activities / Hobbies:**

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- ☐ Hobbies are Swimming, Playing Cricket, Travelling, Event management.

**PERSONAL DOSSIER:**

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**Current Address** : Bur, Dubai UAE  
**Permanent Address** : Hathi Chowk, Naharon ki pol, Kuchera Dist. Nagaur (Raj.) India 341024  
**Date of Birth** : 21<sup>th</sup> July 1996  
**Marital Status** : Married  
**Languages Known** : English & Hindi  
 1. **Passport number.** : C0624725

**I’m grateful for the time you've taken to read my application.**