

Aditya jain

ACCOUNTS EXECUTIVE



Summary

Experienced management executive who enjoys challenges seeking opportunity to learn and that Will enable me to use my strong Organizational skills, educational background, and ability to work well With people

Experience

Accounts Executive

Covid patient help desk May 2021 – present

- Performing Book Keeping,
- updating of Ledgers reconciliation on daily and weekly basis,
- Cash Handling,
- Updating book on Daily basis (Vouchering posting and their Supervision),
- Bank payments and Receipts,
- Planning payments,
- Handling Invoicing,
- Receivables and Payables,

Cashier

DMart Dec 2017. Apr 2021

- Maintaining Record,
- inventory,
- Cash drawer maintenance

Contact



adijain2015@gmail.com

740-065-2120

Wagholi, Pune Maharashtra

412207

Skills

MS-Excel

Microsoft

MS-PowerPoint

Tally ERP



Languages

English

Hindi

Education

B.Com Barkatullah

University Bhopal

2021

12th Madhya Pradesh

Board Bareilly vidhya

mandir 2017