Name-Jagmohan

**Academics:**

**COLLEGE SCORE**

* **Bachelors of Arts** 55% Marks

MDU Rohtak

* **Intermediate in Arts** 63% Marks

Bhiwani Board Haryana

* **Matriculation** 52% Marks

Bhiwani Board Haryana

**Professional summary:**

**1. Tci Express Pvt Ltd (Transport Corporation Of India Ltd)**

# Designation: Accounts Sr. Supervisor

# Duration: April 2011-Sep 2018

# 2. Sugam Parivahan Pvt.Ltd as Accountant (Up Circle) at Kanpur. From Date 16.11.2018 to 27.07.2021

# *Now working at Sangw*an Cargo Movers( Sangwan Logistics Pvt Ltd) as Accounts & operation manager.

# 1 Handle 350 running vehicles payment as cash,card,diesel, salary & driver performance etc.

**Professional activities:, Key deliverables:**

* **Sugam Parivahan Pvt.Ltd - - -**
* GST basic knowledge
* Proficiently handling customers’ queries and effectively solving their problems promptly.
* Preparing monthly Business score cards and Reports detailed daily performance
* Accountable for New Network Development
* Utilizing client feedback & personal networking for efficiently monitoring business activities.
* Building teams and cultivating team work for quality work at workplace.
* Efficiently taking care of Branch Functions like Cash Handling, Branch Billing & Other EDP Related Works.
* Provide Account related data to Corporate office Monthly and as per required.

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* Rokad prepare manually and entered in system TRPT(dos base) ,Now converted in ERP.
* Make Neft/Rtgs for vender payments & issue cheque on daily basis.
* Maintaining party ledger
* Maintaining and reconcile the bank account
* Handling party cash, preparing cash & cheque vouchers.
* Maintaining outstanding statements & follow-up for payments
* Depositing the cheque & Cash updating daily collection to H O.
* Preparing Daily CBS (Cash Bank Statement) and Send to Corporate for Auditing.
* Collecting TDS Certificate from Customers.

**Personal Dossier:**

DATE OF BIRTH : March 24, 1988

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ADDRESS : **Bhiwani**