

H.No 7A/396, Vrindavan Yojna
Raibareilly Road
Lucknow –226025
Email:jagdish42035@gmail.com
Mobile No: 9889521850

JAGDISH MITTAL

ACADEMIC QUALIFICATION

Graduate from Allahabad Agriculture Institute- Deemed University
Higher Secondary - I.S.C.Board from S.K.D.Academy- Lucknow
High School - I.C.S.E. BoardFromS.K.D Academy - Lucknow

ACCOUNTING SOFTWARE EXPERIENCE

Tally.ERP 9

SAP

Microsoft Office Suite - Word, Excel and Power point - MS-DOS. Internet etc.

Operating Systems: Microsoft Windows 95, 98, 2000 and XP, XP prof. and Vista.

WORK EXPERIENCE

1. Currently associated with C&F and working for Pesticides's MNC "**Sumitomo Chemical India Pvt. Ltd**" at Transport Nagar, Lucknow.–Accounting software - **Tally ERP.9& SAP (June'2011to till date)**.
2. Worked for Pesticide Co. "**Dow Agro Sciences India Pvt. Ltd**"&"**SULPHUR MILLS LTD**" under C&F atTransport Nagar, Lucknow. **Tally ERP (August'10 to May'11)**.

Responsibilities:

Managing Branch's Inventory as well accounts.

Preparing credit note of qty discounts, schemes etc.

Bank Reconciliation

Reporting weekly for uncleared cheques to Head office and field staff.

Debtors / Creditors ageing analysis account receivables / account payable.

Physical stock records to ensure liquidation of stocks on FIFO basis.

Coordinating with Sales managers & field staff for placing orders and payments of distributors.

Reporting Sales, Sales return, purchase debit/credit notes to HO and field staff.

Preparing CFA / Depot claims

Internals and externals correspondence through E-mail

Managing goods stored in depot and its audit on every month end.

PERSONAL PROFILE

Name : Jagdish Mittal
Father Name :Shri Dharam Pal Mittal
Date of Birth :28th April, 1989
Permanent Address : 7A/396, Vrindavan Yojna
Raibareilly Road, Lucknow-226025
Contact No :9889521850.
Sex : Male
Nationality : Indian
Language Known : Hindi, English.