

DEVENDRA JAIN

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Date of birth: 19/07/1984 | **Nationality:** INDIAN | **Marital status:** MARRIED | **Gender:** MALE

Experience

Accounts Executive

JMJAIN LLP | NEW DELHI, DELHI | March 2017 - Current

- Yearly Vendor Account Reconciliation:** Perform comprehensive annual reconciliations of vendor accounts to ensure accuracy and alignment between internal records and vendor statements.
- Timely Payments:** Process and schedule payments according to due dates, ensuring no delays and maintaining good vendor relationships.
- Monthly Account Tallying:** Reconcile vendor accounts on a monthly basis to identify and resolve discrepancies proactively.
- Vendor Account Setup:** Open and maintain new vendor accounts, ensuring all necessary documentation and compliance checks are completed.
- Vendor Agreement Review:** Examine vendor contracts and agreements to verify terms, conditions, and account accuracy.
- Assisted in training and mentoring new account executives to aid overall team performance.

DOING BUSINESS

CLASSIC COTTONS | NEW DELHI, INDIA | June 2012 - December 2016

- Managed the **production line** for various garment categories including **Lowers, Capris, Bermudas, Shorts, Boxers, and Night Suits**.
- Oversaw **fabric sourcing** and **procurement of accessories** (elastic, threads, tags, packing materials) required for garment manufacturing.
- Coordinated with **tailoring units, cutting masters**, and helpers to ensure timely and quality production.
- Maintained **inventory levels** of raw materials to support uninterrupted production.
- Worked closely with **local wholesalers and retailers** to ensure market demand was met efficiently.
- Contributed to **cost control, quality checks**, and **delivery management** within the local wholesale supply chain.

Business Note:

This was our **family-run business** started by my father in 1995, which operated successfully until 2019. My active role was from 2010 to 2016

Assistant Accountant

SURYA ROSHNI LIMITED | DELHI, INDIA | April 2010 - May 2012

Accounting & Compliance Management for Group Companies

- **Group Accounting Oversight:** Manage accounting operations for 20+ ancillary companies associated with **Surya Roshni Ltd**, ensuring timely and accurate financial reporting.
 - **ROC Compliance & Documentation:** Handle all ROC (Registrar of Companies) filings and maintain statutory records and legal documentation for all group entities.
 - **Internal Audits:** Conduct regular internal audits to ensure compliance with financial policies, statutory requirements, and internal controls.
 - **Due Diligence & Acquisition Audits:** Perform financial reviews and audits of target companies during acquisition, ensuring accurate valuation and compliance prior to integration.
 - **Documentation & Records Management:** Maintain and manage all financial and legal documents of group companies to ensure easy retrieval, audit readiness, and regulatory compliance.
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Skills

- Accounts reconciliation
- Vendor management
- Financial reporting
- Compliance management
- Payment processing
- Microsoft Excel
- Contract review
- Data analysis
- Team leadership
- Problem solving
- Communication skills
- Time management
- Training and mentoring
- Relationship building
- Attention to detail
- Account management
- Communication
- Client payments and invoicing
- Bookkeeping expertise
- Processing payments
- Highly organized
- Pressure handling
- Knowledge of ERP systems
- Opening and closing procedures
- Marketing understanding
- Database management
- Customer Service
- Product knowledge
- Effective time management
- Product knowledgeability
- Customer relationship management
- Decision-Making strengths
- Relationship Management
- Knowledge of google analytics
- Employee management
- Client engagement
- High-volume account management
- Key Performance Indicator monitoring
- Decision-Making acumen
- Progress reporting
- Data privacy regulations
- Communication mastery

- Creative problem solving
 - Ethics and confidentiality
 - Operations coordination
 - Audit procedures
 - Strategic selling
 - Business development
 - E-Commerce platforms
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Education

Master of Business Administration: MARKETING

Periyar University | Salem, IN-TN | 2009

- COMMERCE Graduate
- Coursework ACCOUNTING



DISTINCTION HOLDER IN ECONOMICS Academic Achievement Award

Summary

Financial professional experienced in managing accounts, processing invoices, and reconciling statements. Adept at maintaining accurate financial records, collaborating with teams, and ensuring compliance with regulatory standards. Efficient in using accounting software and providing clear financial reports to support business decisions. Experienced in managing financial records, budgeting, and conducting thorough financial analysis. Known for identifying cost-saving opportunities and ensuring compliance with financial regulations. Strong communication skills facilitate collaboration with cross-functional teams to achieve financial goals. Passionate Account Executive with extensive experience across B2B and B2C industries. Pitches, negotiates and secures high-value contracts through focused client and account management. Sources and engages new business to grow portfolios and revenue. Hardworking and proactive sales leader with well-coordinated approach to increasing customer numbers and bottom line. Persuasive communicator with decisive and tactical nature focused on overcoming issues and closing sales. Driven Account Executive dedicated to achieving profit and performance KPIs. Multitasks and plans proactively to manage diverse client portfolios. Builds productive, profitable client relationships for increased loyalty and consistent revenue growth. Action-orientated Account Executive promoting dynamic customer service, issue resolution and relationship building skills. Bilingual and effective at prioritizing tasks in effort to build strong customer pipeline. Ready to take on new challenges with great company in sales-driven role. Results-oriented professional with strong track record of achieving business goals. Thorough understanding of how to enhance customer satisfaction levels. Delivers comprehensive service journey and adheres to set procedures. Results-driven Accounts Executive with comprehensive experience managing financial operations and optimizing processes. Skilled in budgeting, forecasting, and financial reporting to support business objectives. Proven ability to streamline procedures, enhance accuracy, and improve efficiency. Committed to driving financial success and contributing to organizational growth. Goal-driven professional with solid background in account management. Knowledgeable

about managing customer service before, at and after sales. Adept at growing business with hands-on style, excellent attention to detail and in-depth understanding of company and market offerings.

Languages

Hindi:	C2	English:	B1
			
Proficient		Intermediate	

Accomplishments

- Oversaw program me to reduce paper waste, resulting in savings per year.
- Recognized by management for behavior's, leading to increase the result.
- Updated and implemented policies for continued company compliance with guidelines.
- Worked directly with senior leadership to develop and administer-per year department budget.
- Developed and instituted employee training and retention initiative that reduced employee turnover by % within timeframe.
- Recognized by management for projects delivering outstanding.
- Streamlined workflow by consolidating lengthy processes and redundant documentation that resulted in more effective and timely completion of action.
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