

## **KRIPAL SINGH JAGOTRA**

### **Contact Address & No.**

H. No. 48, Gali No. 11  
Sainik Enclave Sec-1  
Mohan Garden, Uttam Nagar  
Mobile: 09718404854,  
Email: [krijagotra1980@gmail.com](mailto:krijagotra1980@gmail.com)

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### **Career Objective:**

To pursue a challenging career in the field of Finance & Accounts and to make optimum use of my background of commerce by contributing to the growth of the organization and to increase own intrinsic values with the growth of the organization

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### **Work Experience:**

#### **Currently Working**

Organization : M/s Singal Transport Corporation (Transporter at Sanjay Gandhi Transport Nagar, Delhi-110042)

Period : April, 2006 to till date (18Years)

Position : Accountant

#### **Job Profile**

- Having working knowledge in JsgFleetch, Tally 7.2 & Tally ERP. Environment.
  - Preparing the day to day accounting operation e.g. cash, bank & journal voucher, cash, bank & customer reconciliation.
  - Responsible for the reconciliation of banking issues.
  - Knowledge of calculating interest on unsecured Loans TDS filling of Annual TDS returns and issuing of TDS Certificates Calculation of TDS & Deduction thereof.
  - Supervises or prepares general ledger reconciliations.
  - Supervises or prepares monthly journal entries.
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#### **Previous Working**

Organization : M/s New India Enterprises (Karol Bagh)

Period : April, 2004 to December, 2005 (1.8Years)

Position : Accountant.

### **Job Profile**

- Having working knowledge in Busy environment.
  - Preparing the day to day accounting operation e.g. cash, bank & journal voucher, cash, bank & costumer reconciliation.
  - Prepares and processes purchase orders, invoices, manual checks.
  - Ensures purchase orders, receiving and invoices are matched.
  - Responsible for check stock inventory & safekeeping of same.
  - Responsible for the reconciliation of banking issues.
  - Supervises or prepares general ledger reconciliations.
  - Supervises or prepares monthly journal entries.
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### **Previous Working**

- Organization : M/s Jainco Creation Textile & Manufacturing Co. (18 Moti Building Second Fanaswadi Agairy Seth Dadi Seth Agiaey Lane, Mumbai-400 002)

Period : October, 2002 to February, 2004 (1.5Years)

Position : Accountant Assistant with Store keeper.

### **Job Profile**

- Having working knowledge in DFT & FA environment.
  - Preparing the day to day accounting operation e.g. cash, bank & journal voucher, cash, bank & costumer reconciliation.
  - ordering, stocking, and issuing repair parts, clothing and general supplies;
  - maintaining financial records and accounting systems;
  - maintaining inventory databases for material stocked in shore based warehouses and ship storerooms;
  - perform duties associated with hazardous material control and management;
  - organizing and maintaining databases, correspondence files, and reports;
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### **Strength:**

- ❖ To work dedicatedly at the time of work load
- ❖ To learn from seniors & share amongst juniors

### **Accademic qualification:**

- ❖ Intermediate

### **Professional courses :**

- ❖ Operating System : MS-Dos, Win 1998
- ❖ Office Management : MS-Word
- ❖ DMBS : MS-Excel

❖ Accounting Package : Tally 7.2, Tally Erp., Busy, Gex & FA, DFT, Fabtrack ,  
Logic Erp.

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**Personal Profile:**

**Father's Name** : Sh. Balbir Singh Jagotra  
**Date of Birth** : 25<sup>th</sup> April,1980  
**Address** : H.No. 48 Gali No. 11 Sainik Enclave Sector No. 1,  
Mohan Garden, Uttam Nagar, New Delhi-110059  
**Permanent Address** : Village Nangal Chowk,  
Post office Dada Shiva, Tehsil  
Dehra, Distt. Kangra, (H.P.)  
**Marital Status** : Married  
**Nationality** : Indian  
**Language Known** : English & Hindi  
**Hobbies** : Playing Cricket, Chess & Listening Music  
**Current Salary** : 40,000/-  
**Expected Salary** : Negotiate

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**Declaration**

I certify that above mentioned information is correct to the best of my knowledge and nothing has been concealed.

**(Kripal Singh Jagotra)**