

JAYANTI BANERJEE
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Maintaining credit balance of Sundry Debtors, ensuring timely delivery of executed orders, maintaining accounts, follow up with sales persons for settling their respective distributors' accounts, incharge of distribution and total sales related support for West Bengal, Jharkhand & Bihar (presently handling the distribution of sales of 2.55 crores single handedly).

Professional Snapshot

- ❑ B.Com Graduate from *Calcutta University*.
- ❑ A competent professional with experience in working in Tally, Easy, Accord and presently working in Retail Graph.
- ❑ Currently associated with Alteus Biogenics Pvt Ltd, a pharmaceutical company (Head office Kolkata), running successfully in West Bengal, Jharkhand, Bihar, Maharashtra, Tamil Nadu, Uttar Pradesh.
- ❑ Worked as Cashier (Rose Valley Chain Marketing Ltd), later promoted to Accountant.
- ❑ Successfully co-ordinating 30 medical representatives and 90 distributors.
- ❑ Possess Innovative ideas, Team building skills and capability to manage teams.

Academia

- ❑ Diploma In Computer Application from Newman's Computer Centre, Kolkata. (1992).
- ❑ B. Com from Calcutta University (1990-1991).

Organisational Experience

Alteus Biogenics Pvt Ltd
May 2017 – Till Date as Distribution Executive
Functional Area : Distribution & Credit Control

Job Responsibilities:

- 1) Incharge of Distribution of West Bengal, Jharkhand, Bihar.
- 2) Generate invoices of the distributors.
- 3) Monitoring the despatch team so that the despatches are completed in time.
- 4) Maintaining the credit limit of all the 90 distributors handled by me single handedly and following up for payments through the concerned sales persons in time.
- 5) Settling the accounts of the distributors in time by raising debit note / credit note.
- 6) Clearing the queries of the sales persons regarding their sales/ debit notes/credit notes.

*S.K.Dudhoria Holdings Pvt Ltd
Nov 2015 – Jan 2017 as Junior Accountant
Functional Area : Accounts*

Job Responsibilities:

- 1) Maintaining accounts of purchase, sales & collections.

*Rose Valley Chain Marketing Ltd
Aug 2010 – Oct 2015 as Cashier and then promoted to Accountant
Functional Area : Cash Collection & Accounts*

Job Responsibilities:

- 1) Collection of cash from the agents or customers.
- 2) During month ends, collected an amount of Rs.25 lakhs or more in a day.
- 3) Maintain accounts in Tally.

*Dolphin Group of Hotels
Feb 1999 – Aug 2001 as Receptionist cum Assistant Accountant
Functional Area : Front Office & Accounts*

Job Responsibilities:

- 1) Maintained accounts and helped the Chief Accountant in internal audit.
- 2) Looked after administrative jobs.

IT Skills:

- ☐ M. S. Office
- ☐ Internet Surfing
- ☐ E Way Bill generation

Personal Details

- ☐ Address : 11A/5/1, Christopher Road, Kolkata – 700014.
- ☐ Date of Birth : 06 December 1970
- ☐ Sex : Female.
- ☐ Marital Status : Married
- ☐ Languages Known : English, Hindi and Bengali

Date :

Jayanti Banerjee