

## **JAYANTI BANERJEE**

11A/5/1, Christopher Road, Kolkata – 700014.

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**Maintaining Credit balance of Sundry Debtors, Ensuring timely delivery of executed orders, maintaining accounts, following up with sales persons for settling the accounts of their concerned distributors, incharge of distribution and total sales related support for West Bengal, Jharkhand & Patna.**

### **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.
- Successfully co-ordinating **medical representatives and distributors**.
- Possess **Innovative ideas, Team building skills** and capability to **manage teams**.
- Worked as Office Assistant in M/s VAC Pharmaceutical – maintaining accounts in Tally, cash handling & looking after administrative jobs.

### ***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 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.

***VAC Pharmaceutical  
Aug 2010 – Oct 2015 Office Assistant cum Accountant  
Functional Area : Cash Collection & Accounts***

**Job Responsibilities:**

- 1) Billing of distributors.
- 2) Maintain accounts in Tally.
- 3) Administrative work.

***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**