**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**.

***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.

***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(Reading & Writting), Hindi and Bengali
* Current CTC : 2.50 P.A.
* Notice period : 1 Month.

**Date : Jayanti Banerjee**