



JITENDRA ADHARSING PATIL

J R . C L E R K A / C

CONTACT

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- sscoetjalgaon.ac.in
- Staff Qtr. A-6, SSBT COET
Campus, Bambhori, Jalgaon

EDUCATION

Bachelor of Commerce

North Maharashtra University
Jalgaon

2012

First Class

Master of Commerce

University of Pune

2014

First Class

SKILLS

- Tally & ERP Software
- ICA
- MSCIT

ABOUT ME

I am an honest and multi-tasking person. I like to complete the tasks assigned by my seniors on time. I am very interested in doing Accounts. So plays a positive role in teaching others about account work.

मी एक प्रामाणिक आणि मल्टी टास्किंग कामे करणारा व्यक्ती आहे. मला वरिष्ठांनी वेळोवेळी दिलेली कामे वेळेत पूर्ण करायला खूप आवडतात. मला अकाउंट या विषयाचे कामे करण्यात खूप रुची आहे. त्यामुळे इतरांना अकाउंट ची कामे शिकवताना सकारात्मक भूमिका पार पाडतो.

EXPERIENCE

Jr. Clerk A/c

From Jan 21, 2015 - PRESENT

S.S.B.T.'s College of Engg. & Technology, Bambhori, Jalgaon

- Collection of Hostel Fee, College Fee & Exam Fee from Student
- Book keeping of Hostel, Exam
- Petty Cash A/c
- To maintain Salary & Office Advance Register and verify Office Advance submission bill
- To Keep ready record for Audit
- Assisting Account section of Pharmacy & ACS College
- Online related work of all sections

LANGUAGE

Marathi
Hindi
English

HOBBIES

Cricket
Listning Song
Swimming