

RESUME

AJAY KUMAR JENA

Vill- Rohigown

Near- Balipada

Post- Balipada

Dist- Gangam

State-Odisha

Contact No- 08016561391

[EMAIL- ajayjenaica@gmail.com](mailto:ajayjenaica@gmail.com) / ajaykumarjena@yahoo.com

Carrier objective

To obtain a responsible and challenging position where hard work proven results will be recognized and where my skills, accomplishment & proficiency will allow me the opportunity for growth and become an asset for the firm.

Academic Qualification

I have completed matric in 2004, H.S-2006 With (I.Com) from Hazaribag University and B.COM in 2009 from same.

Professional Qualification

I had completed the certified industrial accountant course from the institute of computer Accountant in 2010 with 75% mark. The course under flows (Advance A/C, Banking, Excel, Tally, Ace, Computer Application, & Income tax)

EXPERIENCE - Two year experience in (Tally, Excel, M.s Word,) under **PODDAR TRADERS.**

I am working As a Account Executive in a Manufacturing unit. (**HARIOM POLYPACKS LTD**) From 01st OCT 12 to 10th Feb 2014.

At present I am working as Junior Accountant at (**RUDRA AUTOMART PVT LTD**).at Asansol (W.B)

Job Profile

Accounts Payable and Receivable, GST Return, Bank Reconciliation, E-Way Bill, creditor's payment, Debtors outstanding, and Sale/Purchase Other Work etc.

STRENGTH

Self motivated with a positive attitude.

- The ability to work in a team.
- Fully concentrate on my work to get better result.

➤ **Personal Details:**

- **Name** : Ajay Kumar Jena
- **Father name** : Ulla Jena
- **Sex** : Male
- **Date of birth** : 12th may 1988
- **Language known** : English, Hindi, Oriya & Bengali
- **Nationality** : Indian.
- **Marital status** : Married .

Declaration:

I consider myself with industrial accountant aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:- RANIGANJ

AJAY KUMAR JENA