

## **My Profile/My Self**

My name is Hemant Kumar Jha , My father's name is Shri Tarakant Jha , My residence at Ranip, Ahmedabad.

I have completed my Graduation from LNMU Darbhanga in 2006 and since then, I have been working in the Accounts & Finance field.

**I have total 15 year working experience in Accounts, Finance, and Admin, HR field.**

Currently I am working with Seven Inks Business Solutions Pvt.Ltd.(Seven X Wedding Planner) an Event management company , from September 2013, last 9 years here my working profile is as an **Accounts Manager** and responsible for all type of **Accounts, Finance, Administration, and HR**, related work.

**My responsibility in company is for the work of ...**

Maintain accurate sales ledgers for multiple companies ,Generation and processing of client invoices , Record and process payments received ,Maintain accurate purchase ledgers for multiple companies, Maintain supplier accounts ,Payment and processing of supplier invoices , Record and process payments made ,Process staff expense transactions and reconcile to staff expense accounts ,Journal entries e.g. allocations of overheads and payroll transactions ,Bank entries & reconciliation across multiple accounts, Preparation for Tax Reconciliation and filing TDS & GST Return , Ensure month end / year end processes and timelines are adhered to Production of month end and year end trial balances , Profit & Loss account and Balance Sheet Preparation as per requirement of monthly/quarterly and yearly .

### **Administrative/HR Assistance**

Assist in the planning and preparation of meetings, appointments, conferences and all required work .

Payment for Rent, Electricity bill, Landline – Broadband and other monthly expenses.

As per required company I Manage Hotels booking, Transportation, Logistics, Stationery Management and all types of office administration work for the company.

Making Salary Sheet, Salary Slip, Appointment Letter, Maintain employee records for new employees and those leaving , Maintain holiday and sickness records for employees and manage all type of necessary work as an HR.



**HEMANT KUMAR JHA.**

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Sundervan Flats, Nr - Balol Nagar Road,  
Ranip, Ahmedabad,

**Mob: 8306893951**

**Email: hemanttjha@gmail.com**

**Objective:** Utilize my knowledge and skills with a company, with a chance to advance to a respectable position in my field.

**Education Qualification:**

<b>Master</b>	MBA in finance with Distance course from Sikkim Manipal University 2016
<b>Graduation/ Degree /Class</b>	Graduation (Honors) L.N.M.University.Darbhangha. <b>Second Class. (Percentage - 54%)</b> in 2006
<b>HSC /Stream / Class</b>	H.S.C from B.I.E.C.Patna. 2002 <b>Second Division (Percentage -57%)</b>
<b>SSC /Class</b>	S.S.C From B. S. E. B. Patna - 2000. <b>Second Class ( Percentage - 54 % )</b>

**Work Experience:**

- ❖ *Assistant Accountant in Jalaram Ceramic Ltd. (March - 07 – May -08)*
- ❖ *Accountant in Plastene India Ltd. (Oswal Group of Companies)  
(June -08 – Jan -11)*
- ❖ *Accounts Officer in Planman Marcom Pvt. Ltd. (Planman Group of Companies) (Feb – 11 to Sep – 13)*
- ❖ **Accounts Manager in Seven Inks Business Solutions Pvt. Ltd & Seven X (From Oct – 2013 to Continue...**

## **EXPERIENCE:**

### **Jalaram Ceramic Ltd. Ahmedabad (March – 2007 to May - 2008)**

Jalaram Ceramic Ltd. is a company engaged in Mfg. of Ceramics (Tiles, Marvels) having turnover of more than Rs.100 Crores. Company has one Mfg. in Gandhinagar, Gujarat and his suppliers in all in States in India.

My working as an **Account Assistant** and is responsible for all types of accounting related work which includes accounts audit of Purchase orders, Bills, Debit-Credit Notes Checking, Attachment in Invoices, Authorized signature and other documentation etc.

### **Plastene India Ltd. Ahmedabad (Oswal Group of Companies)**

**From June. 2008 to Jan. 2011,**

Plastene India Ltd is a company engaged in Mfg. of Plastic Bags, Tarpaulin & woven sacks having turnover of more than Rs.400 Crores. Company has four Mfg. Units in Gujarat and is one of the leaders in Polymer Industry.

My working as a **Accountant** and is responsible for all types Accounting related work specialized in Purchase Entry, Excise Reconciliation, VAT Reconciliation & Bank Payment & Received entry with Bank Reconciliation which includes Accounts & Audit of Purchase Orders, Bills, Debit-Credit Notes. Checking attachment in Invoices, Authorized Signature and Other Documentation etc...

**From Feb. 2011 to Sep. 2013,**

### **Planman Marcom Pvt.Ltd.**

Planman Marcom Pvt.Ltd is a Event Management Company, My Working as a **Accounts Officer** and is responsible for all type Accounts, Finance, Administration, and HR, related work.

1). Doing Bank Entries on daily basis

- ❖ Cheque or Cash Received Entries in Tally
- ❖ Cheque or Cash issued Entries in Tally
- ❖ Fund Transfer of Internal Companies
- ❖ Bank Reconciliation of every company
- ❖ Making a DD
- ❖ Doing RTGS Procedure
- ❖ Communicating with Banking Staff Member's regarding Companies Work

## 2). Doing Internal Audit

- ❖ Solve the Queries of Internal Companies Entry in Tally
- ❖ Asking for corrections to the concern colleagues
- ❖ Checking the Expense Bills, whether the TDS deducted in a proper manner or not?

3). Monthly Trial Balance, Profit & Loss and Balance Sheet.

4). Specialized in Stock – Purchase & Sales Entries

5). Checking the Petty Cash Entries and doing corrections in Tally – If needed.

6). Checking the Proofs – Address Proof, PAN Card Proof, etc.

## 7) HR and Administrative Assistance

1. Making Appointment Letter, Salary sheet, Salary Slip and another HR related works as per company required.

2 Leave management of office staffs.

3. Assist in the planning and preparation of meetings, appointments, conferences and conference telephone calls.

4 .Management of Hotels booking, Artist management, and management of transportation as per Company required.

5. Managing all admin type works also as purchase stationery items, Postage & Couriers and another required works for the company.

**From Oct. 2013 to Continuous.....**

### **Seven Inks Business Solutions Pvt.Ltd.**

Seven Inks Business Solutions Pvt.Ltd is an Event Management & Multimedia Company, My Working as a **Accounts Manager** and is responsible for all type Accounts, Finance, Administration, and HR, related work.

1). Doing Bank Entries & Reconciliation

2). Purchase & Sales Entries

3). Petty Cash Entries

4). Doing Internal Audit

5). Monthly Trial Balance, Profit & Loss and Balance Sheet

6). Prepare for Tax Reconciliation & Return,

7). GST Input & output reconciliation and filing of 3B & R1

7). Prepare for Audit and finalization of account Balance sheet.

8). Follow up with clients and vendors.

## **Administrative/HR Assistance**

1. Making Salary Sheet, Salary Slip, Appointment Letter, and manage all type of necessary work as hr.
2. Leave management of office staffs.
3. Assist in the planning and preparation of meetings, appointments, conferences and conference telephone calls.
- 4 . As per required company I Manage Hotels booking, Transportation, Logistics, Stationery management and all types of office administration work for the company.
5. Payment for Rent, Electricity bill, Broadband & Landline another monthly exp.

## **SKILLS :**

### **Computer Proficiency:**

- ❖ Basic, Ms – Office, Internet, Tally 5.9/6.4/7.2/ Tally 9 & Tall9.ERP.

### **Language Known:**

- ❖ **English:** Read, Speak, Write and Understand.
- ❖ **Hindi:** Read, Speak, Write and Understand.
- ❖ **Gujarati:** Read, Speak, Write and Understand.
- ❖ **Maithili:** Read, Speak, Write and Understand.

### **Ability:**

- Sensible to work and believe in time management .
- Strong communication with organization and Management.
- Able to produce excellent results within the time constraints.
- Hard working, Honest & Enthusiastic. Believes in Team work.
- “Can do“a Positive Approach.

### **Hobbies:**

- ❖ Music, Travelling, Watching & Playing Cricket.

### **Permanent Add.:-**

Father's Name: Shri TaraKant Jha.  
At + Post:- Basauli , Via :- Keoti, Ranway.  
Districts :- Madhubani (Darbhanga)  
Date of Birth: 02 Oct. 1985.  
Nationality: Indian.  
Gender: Male.  
Marital Status: Married.