

CURRICULUM VITAE

Ankit Kumar Jha

Address : O-46 ,Saurabh ,Vihar jaitpur

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Career objective,

To secure a position where I can effectively contribute my skills as a professional, as well as satisfy my passion for learning, innovation and acknowledgement.

Academics

Qualification	Year of passing	Board/University	Per. %
High school	2015	BSEB Board	60
Intermediate	2017	BSEB Board	47
Graduation (B.com)	2020	LNMU University	48

Skills Qualification

- MS Excel
- Ms Word
- Tally Erp9 & Tally Prime

Work Experience 3 year's 2 Month's

- **MK JHA & CO (Senior Accountant) joining Date-09-04-2022 to 10-03-2023**
Work Responsibilities- Internal Audit, Tally ERP9 & Tally Prime, Income tax returns, Monthly & Quarterly GST Return and Maintain day to day books Accounts in tally, Ministry of Corporate affairs (MCA) & Preparation of Bank Reconciliation statement.
- **AMAR ENGICON AND CONSTRUCTION PRIVATE LIMITED(Senior Accountant) Joining Date-11-03-2023 to 02-08-2024**
Work Responsibilities- Finalizing Books of Accounts, Reconciliation of Bank, Monthly Debtors outstanding Report, Monthly Creditors outstanding Report, Maintain, Petty Cash ,Bill Passing, Contractors Payment verify, Stock Verification, Monthly Budget, Income Tax, TDS, GST, E-Return, of Tax, Attending Tax Assessments Compliance
- **BALAJI INDUSTRIES (Audit Executive) Joining Date-05-08-2024 to Till Now.**
Work Responsibilities- Finalizing Books of Accounts, Reconciliation of Bank, Monthly Debtors outstanding Report, Monthly Maintain Petty Cash ,Bill Passing, Contractors Payment verify, Stock Verification, Monthly Stock report, Monthly Budget.

Strength

- Positive attitude
- Good communication skill

Personal Details

Father's Name: Mr Pawan jha
Date of Birth: 05/06/2000
Sex: Male
Matrital Status: Unmarried
Languages Known: English & Hindi
Nationallity: Indian
Hobbies: Reading Books, Music & Cricket

Declaration

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Date -

Place : Jaitpur

(Ankit kumar jha)