

ANKIT KUMAR JHA

📍 O-46, Saurabh Vihar, Jaitpur, Badarpur, New Delhi-110044 📞 +91-7672888682 ✉ akjha3556@gmail.com

PROFESSIONAL SUMMARY

Experienced Accountant with 3+ years of expertise in financial accounting, taxation, and auditing. Proficient in Tally ERP9, Tally Prime, GST filing, income tax returns, and bank reconciliation. Strong background in finalizing books of accounts, tax compliance, and financial reporting.

TECHNICAL SKILLS

Accounting Software: Tally ERP9, Tally Prime
Taxation: GST Filing, Income Tax Returns, TDS Compliance
Financial Processes: Bank Reconciliation, Audit Preparation, Book Finalization
MS Office: Excel, Word
Soft Skills: Communication, Problem Solving, Attention to Detail

PROFESSIONAL EXPERIENCE

Balaji Industries (Audit Executive)

August 2024 – Present

- Finalizing books of accounts and performing bank reconciliation
- Preparing monthly debtors outstanding reports and maintaining petty cash
- Verifying contractor payments and conducting stock verification
- Generating monthly stock reports and assisting with budget preparation

Amar Engicon and Construction Pvt Ltd (Senior Accountant)

March 2023 – August 2024

- Finalized company books of accounts and prepared financial statements
- Managed complete GST compliance including monthly and quarterly returns
- Handled income tax matters including TDS deductions and filings
- Conducted bank reconciliations and maintained creditor/debtor reports
- Oversaw petty cash management and verified contractor payments

MK Jha & Co (Senior Accountant)

April 2022 – March 2023

- Conducted internal audits and maintained day-to-day books in Tally
- Prepared and filed monthly/quarterly GST returns
- Handled income tax return filings and Ministry of Corporate Affairs compliance
- Prepared bank reconciliation statements and financial reports

EDUCATION

University/Board	Qualification	Year of Passing
BSEB Patna	10th (High School)	2015
BSEB Patna	12th (Intermediate) - Accounts & Business Studies	2017
LNMU University, Darbhanga, Bihar	B.Com - Accounts, Economics & Business	2020

STRENGTHS

- Positive attitude and strong work ethic
- Excellent communication skills in Hindi
- Detail-oriented with strong analytical abilities
- Ability to work under pressure and meet deadlines

PERSONAL DETAILS

Father's Name: Mr. Pawan Jha
Date of Birth: 05/06/2000
Nationality: Indian
Languages: English, Hindi
Hobbies: Reading Books, Music, Cricket

DECLARATION

I hereby declare that the information provided in this resume is true and correct to the best of my knowledge.

Date - (Ankit Kumar Jha)