

## **RESUME**

### **POOJA R JHA**

Mail: poojajha02002@gmail.com

Mobile: 7977949478

#### **Summary:**

Master in finance with the experience of Accounts & taxation.

#### **Career Objective:**

Seeing to establish career in a professionally managed and growth oriented company where my skills and talent shall be utilized to its full potential and developed further so that I remain a major contribution factor in achieving growth oriented targets.

#### **Skills Set:**

- Advanced excel
- Microsoft Navigation
- Operating system and Tally ERP 9
- GST Returns/TDS/TCS provision
- C-form related
- Vat audit
- Vat revised
- E-way bill/Invoice preparation.

#### **Current Experience:**

**Organization: Real-Homes Pvt Ltd.**

**Duration: December 2020 to till date.**

#### **Job profile:**

- Handling to Day-to-Day Accounting.
- Maintain all records like Vouchers, Receipts, Bills, and Payments.
- Preparation of tax audit schedules w.r.t TDS/TCS provision.
- Monthly GST Working & Filling.
- Process reconciliation of Sundry Debtors & Creditors.
- Monitor daily cash balances.
- Banking works like a Cheques issue for clearing Cash Deposit, NEFT, and RTGS.
- Reconcile monthly bank statement with general ledger.
- Provide assistance for preparation of annual report.
- Streamline daily Vendor Payment (EN et RTGS NEFT).
- Invoice preparing.

### **Previous Experience:**

**Organization: Royal Arc Electrodes Ltd.**

**Designation: Accounts Executive**

**Duration : 11<sup>th</sup> Jan,2019 to 20 Dec, 2020**

#### **Job profile:**

- Assisting internal and external audit for summary preparation.
- Preparation of tax audit schedules w.r.t TDS/TCS provision and reconciliation and control over 206 (1H) & 194Q.
- GST working returns and computation filing and GSTR9 Audit and report. (GST Registered and Amendment, GST Handling queries, GSTR1 GSTR3 BGSTR2A, 2B & GSTR6 RFD application etc).
- Streamline daily Vendor Payment (EN et RTGS NEFT).
- Processing invoices coordinate with Purchase team.
- All Monthly Accounts entire ledgers scrutiny and Reconciliation.
- Cash Management Petty with cash expenses handling
- Providing support for clients by learning about and satisfying their needs.
- Payroll processing with summary approval and slip generation.
- Profession tax Registration Payment filing Return's. (PTR CPTEC working etc)
- Presenting and demonstrating the value of products and services to prospective buyers.
- Compiling and analyzing data to find trends.
- Maintain EFC and Foreign exchange account and coordinate with Vendor Party and Financial house and banks.
- Letter of Credit documents
- Assistant stock and statutory audits.

### **Previous Experience:**

- worked with CA Nilesh J. Panchal & CO. (3yrs experience)

### **Education Qualification:**

- S.S.C. in 2006 from Maharashtra Board.
- H.S.C. Commerce in 2008 from Maharashtra Board.
- B.COM. in 2011 from University of Mumbai.

### **Professional Qualifications**

- M.Com in 2013 from University Of Mumbai.

### **Specialization**

- Accounting

### **Personal details:**

Name : Pooja Jha  
Husband : Raghvendra Jha  
Address : B wing, 406, Mira Viar MIG complex, Poonam Garden,  
Mira Road East :401107  
.  
Date of birth : 02-Feb-1991  
Marital status : Married  
Languages known : English, Hindi, Marathi, Maithli

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place: Thane**

**Pooja R Jha**

