

# Raushan Kumar Jha

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*Seeking assignments in Accounts / Finance / Budgeting/ Statutory Compliance with an organization of repute.*

## Professional Synopsis

- ⇒ Over 5+ years of experience in Finance, Accounts, Budgeting, Commercial Operations, Fund Management and Statutory Compliance in diverse industries.
- ⇒ **Presently associated with Neuerth Metals FZE, UAE as Finance & Accounts**
- ⇒ Expertise in leading & managing finance operations and contributed higher rate of organic growth.
- ⇒ Adept in working with tax law/revenue provisions and preparing & submitting compliance (tax) returns & Deft in ascertaining Day-to-day operations requirements are met through leadership of the Supporting Team
- ⇒ Expertise in analyzing complex financial data, defining relevant information and interpreting data for the purpose of determining past financial performance/projecting a financial probability
- ⇒ Proven skills in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements.
- ⇒ Experience in the preparation of prequalification & general bidding documents.
- ⇒ A good communicator with expertise in liaising with diverse statutory agencies for securing mandatory approvals.

## Carrier Overlook

- |                        |   |   |   |
|------------------------|---|---|---|
| <b>1. Company</b>      | - | <b>Neuerth Metals FZE, Sharjah, UAE</b> | <b>(27<sup>th</sup> Aug, 2015 to till date)</b> |
| <b>Designation</b>     | - | <b>Finance &amp; Accounts</b>           |   |
| <b>Job Description</b> | - |   |   |
- ⇒ **Finance & Accounts**
    - ✓ Responsible for compilation, entry, and posting monthly adjusting journal entries
    - ✓ Preparation of annual and monthly cash flows, monthly profit & loss account and balance sheet and reporting to Manager Plant Finance
    - ✓ Regularly update all books of accounts and prepare MIS reports
    - ✓ Responsible for reconciliation of bank, balance sheets accounts, petty cash payments, payroll related payables, accounts receivables and payable, Supplier/customer and branch accounts
    - ✓ Responsible for collating MIS received from various departments and submit the same to the Deputy Manager Plant Finance
    - ✓ Consolidate budgets for all departments and submit the same for necessary approval
    - ✓ Assisting with closing the books and in producing monthly profit and loss statements
  - ⇒ **Audit Responsibilities**
    - ✓ Assist in preparing audit schedules and working closely with the auditors (internal and external) to ensure that auditing is completed in time
    - ✓ Take timely action to resolve issues and irregularities related to financial transactions
    - ✓ Ensure all necessary documents are maintained at the plant level for audits
  - ⇒ **Payments & Documentation**
    - ✓ Maintain all records related to all contracts and payments at the corporate
    - ✓ Ensure timely processing of bills received from employees, suppliers/ vendors etc
    - ✓ Ensure timely payments to all suppliers and vendors for purchase of goods and services
    - ✓ Prepare required documents to negotiate under TR/DA, issue LC under purchase contracts, and prepare sales contracts negotiated under LC

- 2. Company** - **Silver Apparels, Noida** (6<sup>st</sup> Feb, 2012 to 15<sup>th</sup> Aug, 2015)  
**Designation** - **Accountant and Administration & HR**  
**Job Description** -  
⇒ Preparation Purchase Order, Work Order & Invoices/Bills  
⇒ Maintain Bank & Cash Book  
⇒ Ledger Posting, Journal Voucher, Purchase Bills.  
⇒ Bank Reconciliation & Debtors/Creditors Bills  
⇒ TDS, Service Tax, Vat, ESI/PF& Debtors/Creditors Payments  
⇒ Division & Site Budgeting MIS Reports / Variance reports.  
⇒ Salary of Division, Site & Branch Staff  
⇒ Verification of Stock & Material & etc.
- 3. Company** - **Shree Pashupati Cement Pvt. Ltd (Triveni Group) Katmandu, Nepal** (1<sup>st</sup> Jun, 2010 to 15<sup>th</sup> Jan, 2012)  
**Designation** - **Accountant and Administration & HR**  
**Job Description** -  
⇒ Cash Overhead Statement. (Budget v/s Actual & Provision Expenses)  
⇒ Fixed Expense Statement. (Budget v/s Actual & Provision Expenses)  
⇒ Contingent Liabilities statement (VAT/TDS)
- 4. Company** - **Gungan Garg & Company (Tax Consultant) Hapur Gzb.India** (1<sup>st</sup> Jun 2008 to 20<sup>th</sup> May, 2010)  
**Designation** - **Assistant Accountant**  
**Job Description** - **Financial Accounting in Tally ERP 9 accounts software**

#### Area of interest

- ⇒ Net Surfing  
⇒ Out Door Games

#### Academia

- 2010 Post Graduation in Commerce from Meerut University, SSVPG College Hapur, Ghaziabad, UP, India  
2008 Graduation in Commerce from Meerut University, SSVPG College Hapur, Ghaziabad, UP, India  
2005 HSE from Bihar Board Patna, RK College Madhubani, Bihar, India  
2003 High School from Bihar Board Patna, STSYHS, Madhubani, Bihar, India

#### IT Skills

- Operating System : Windows XP, 98, Vista, 07 & 08  
Packages : MS Office, Tally Accounting Software

#### Personal Minutiae

- Date of Birth : 20<sup>th</sup> February 1988  
Marital Status : Married  
Languages Known : English, Maithili and Hindi  
Passport No. : J6035962 valid till Dec 2020  
Work Permit/ Visa Status : Visit Visa UAE valid till 13<sup>th</sup> April 2017  
Permanent Address : 211-A Rampura, Pilkhuwa, Hapur, UP, India.  
Nationality : Indian  
Driving License : Yes (Indian Licence)