Satish Jha  
 **M.com (Accounting & Finance)**

**Email:** [**jhasatish34@gmail.com**](mailto:jhasatish34@gmail.com) **Contact no: 7506644372**

* Objectives
* To be a part of an organization of repute where I can grow in terms of knowledge, skills and attitude and use my analytical abilities and professional competence to align mutual development of the organization and myself.
* Academic Qualification
* Passed M.com (A & F) from **Mumbai University,** Maharashtra in 2021.
* Passed B.com (A & F) from **Mumbai University**, Maharashtra in 2019.
* Passed H.S.C from **Maharashtra Board** in 2016.
* Passed S.S.C from **Maharashtra Board** in 2014.
* Other Qualification
* Diploma in Accounts from Pragat Computer Institution.
* Office Administration course From ICICI Academy.
* Capital Market Course from BSE.
* Work Experience
* **Broker Network Private Limited:**
* **Currently working as an Accounts Executive**.
* **Moxsh Overseas Educon Private Limited:**
* As an Accounts Executive from January 2022 to August 2022.
* **Guru Nanak English High School:**
* As a Senior Accountant from June 2019 to Dec 2021.
* **Job Profile & Responsibilities:**
* **Accounts:**
* Maintaining books of **accounts & making Daily entries** in Tally Prime.
* Maintaining various registers like **Cashbook, Bankbook, Purchase register,**
* **Sales registers, Petty cashbook,** **Journal register** etc.
* Preparation of **Cheques & Payments Vouchers**.
* Bank **Reconciliation Statements**.
* Preparation **of TDS working and submission of TDS Returns**.
* Preparation and **submission of Professional Tax**, PF and **ESIC**.
* **Reconciliations** of **Sundry Debtors & Sundry Creditors.**
* **GSTR-1 & GSTR3B Return Filing**
* GSTR-1 & GSTR-2**Reconciliation** as per accounts & GST and **as per GST Portal**
* Booking of **Debit Note & Credit Note**
* **Filing of Return**, TDS Professional Tax and income Tax
* Invoice **verification** and **invoice booking**
* Issuance of **TDS certificates** to vendors
* I have knowledge finalization balance sheet
* Preparation and **submission salary** for staff
* **Computer Exposure:**
* Accustomed to working in a Computerized LAN enabled Environment.
* Conversant in MS Office & Windows.
* Exposure to various Accounting Packages viz. Tally ERP 9.
* Familiar with Internet Operations.
* Characteristic Traits
* Ability to adapt and work in any type of environment.
* Supportive in teamwork and effective organizational and multitasking skills.
* Fast Learner can grasp and apply new procedures and techniques.
* Passionate for working on new ideas and techniques.
* Dedicated towards delivering quality of work at all times.
* Personal Details

**Add: Room No.-04, Mithila Nagar, Phoolpada Road,**

**Virar East, Palghar, Maharashtra -401305**

Father’s Name: Shree Pawan Jha Languages know: Hindi & English

Date of Birth: 02 APRIL 1998 Gender: Male