

CURRICULUM-VITAE

SUDHA KUMARI JHA

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Delhi-110078

ACADEMIC QUALIFICATION

Year	Qualification	Board/ University	Institution	Percentage
2011	Class X	Board	Munsif Mabi School Sandha	65.25
2013	Class XII	HSEB Board	Rajarshi Janak Campus Janakpur	50.4
2019	B.Com.[Account Hons]	B.R Ambedkar Bihar University, Muzaffarpur	J.L.N.M. College, Nawahi Sursand	60.37
2021-2023	Master of Business Administration In [Financial Management]	Banaras Hindu University	Banaras Hindu University	Pursuing

COMPUTER LITERACY

- **Office Tools:** Well versed in MS Office i.e. Word/ Excel/ Power Point.
- **Accounting Software:** Working experience of Tally and BUSY.

WORK EXPERIENCE

1) **Organization:** Surjeet Thakur & Co. (Law & Tax Firm)

Duration: From November, 2019-2020 MAY

2) **Organization:** Jsk & Co. chartered Accountant

Duration: From July, 2020 To 2021 April

INTERNSHIP

INTERN AT KUMAR RAVINDRA & ASSOCIATES CHARTERED ACCOUNTANTS (SEPT 2022 to NOV2022)

WORKING IN EXPERIENCE

- Daily Book Keeping, GST R1 & Reconciliation

COMMUNICATION SKILLS

Can Read, Write and Speak: English and Hindi

STRENGTHS

- Possess good written communication skills, with clear and precise expression,
- Always eager to learn and apply new skills,
- Highly trustworthy, discreet and ethical,
- Willingness to Work in a Challenging environment,
- Believe in teamwork and ability to gel in a team very well.

PERSONAL DOSSIER

Date of Birth - 18th April 1995

Hobbies - Try to Increase my knowledge always, Food blogging, Badminton.

Marital Status - Single

Fathers Name - Sri Tara Kant Jha

Religion - Hindu

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