

DEEPAK KUMAR JHA

Address :House No-97,Pocket-6,Sec-21
Rohini, NEW DELHI - 110086
Phone no : +91 8826621379
Email : Deepakjha650@gmail.com



Career Objective

Seeking the career opportunity in Accounts, Where I can utilize and enhance my skills to my highest ability towards continued growth and advancement of both the organization and the individual.

Goal

- To reach at the peak of success with my hard work and sincerity.

Strengths

- Passion for continuous learning and personal growth.
- Good communication skills.
- Can work for a long period.
- Can manage the stressed conditions.
- Sense of responsibility.
- Creative and resourceful.
- Reliable.

Educational Qualification (Beginning with the Latest)

Institute & Location	Degree	Curriculum	Year	Percentage
Sikkim Mani-pal University (Pursing)	MBA	Finance	2016	-
Delhi University	B.Com	Commerce	2013	44
CBSE Board	XII	Commerce	2010	61
CBSE Board	X	-	2008	60

Technical proficiency

- Good knowledge of accounting.
- Can work efficiently in Busy, Tally, Ms-Excel.
- Quick arithmetic calculation.

Work Experience

- Currently Working at Ravi and Singh Communication as an Account Executive since Sep 2018 till now.
- Worked as an Account Executive at PC Jeweler from Sep'17 to Sep'18.
- One year experience as an Internal Auditor at Calibrated Advisory LLP from Jan'16 to Sep'17 .

Key Responsibility Area

- Maintenance of books of accounts Sale, Purchase, Payment, Receipts daily basic.
- Prepare Bank Reconciliation and E way Bill.
- Monitoring Debtors & Creditors.
- MIS Report.
- Preparation of various report for senior managers.

PERSONAL DOSSIER

Father's Name	:	Sh. Babu sahab Jha
Date of Birth	:	10.07.1992
Marital Status	:	Single
Languages known	:	English, Hindi
Hobbies	:	Cricket and Reading books
Nationality	:	Indian

Declaration

I hereby declare that above information are true to the best of my knowledge and belief.

Date:

Place: New Delhi

(Deepak kumar Jha)