

Curriculum-vitae

RAJESH KUMAR JHA

H.No.762,Dallupura.

New Delhi-110096.

Mbl.-7980059982

Current CTC – 216000

Expected CTC – Negotiable.

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Objective

To work in a cohesive environment, where I can explore my ideas & professional skills and innovate as a better individual & to contribute towards achievement of goals of the organization.

Professional Synopsis

- 7 years of Shree Venkatesh Film PVT LTD as a cashier corporate finance sector.
- 1.5 years of Velnik india PVT LTD in Mumbai as Sr.Marketing Executive.
- **MIs:** Weekly/Monthly & quarterly useful reports & presentation in the certain accounting work field.

Academia

- 2010 12th Class from Vikram Vidyalay (Kolkata)
- 2008 10th Class from Vikram Vidyalay (Kolkata)

Technical Skill

- M.S Office
- Tally 9.0 ERP Financial Accounting & Microsoft Dynamic NAV
- Outlook & internet

Organization Experiences

Present Organization:

Name & Type of Organization: Velnik india PVT LTD Is the biggest company of Manufacturing & selling of Cosmetic products.

Designation : **Sr.Marketing Executive**
Place of Work : Andheri East
Period of Work : Oct 2018 to June 2019
Working Area : Andheri,Bandra,Khar,Santacruz

- Managing Orders and Supply .
- Visiting the clients shop regularly to maintain the Demand.
- Facing and managing the competition of Competitor.
- Review all invoices for payment.

Previous Organization (I):

Name & Type of Organization : **Shree Venkatesh Film PVT LTD is known as biggest Tollywood film industry for making Bengali Movie,Serial and Events**

Designation : **Cashier**
Place of Work : Acropolis Kolkatta
Period of Work : 10th October 2010 to March 2017
Working System : Tally ERP 9.0 & NAV

- General accounting entries like receipt/payment/cash & Journal Voucher
- Finance Managing for Outdoor suiting of Movie,Serial and Events.
- Proper documentation and client related works.

PERSONAL PROFILE:

Name : **Rajesh Kumar Jha**
Father's Name : Binod jha
Date of Birth : 15th January 1988
Sex : Male
Marital Status : Married
Languages known : English, Hindi & Bengali

I, the undersigned certify that this Bio-Data exactly describe myself, my qualification and my experiences.

Rajesh Kumar Jha