

CURRICULAM VITAE

Ravi Shankar Jha

S-110, Mithila Vihar, Prem Nagar-II,
Kirari, Nangloi, Delhi-110086

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Objective

I am seeking a company where I can use my experience and education to help the company meet and surpass its goals as well as of mine.

I want to be part of the success in an environment of growth and excellence.

Work Experience

Total Experience: More than 5 years

- Working as Accounts Executive in M/s Orchid Chemicals from May 2018 onwards
- Worked with M/s Surjit Moulds and Tools Pvt. Ltd. From April 2017 to April 2018
- Completed Articleship training of 3 years with Singhal Rakesh & Co.
- Import documentation i. e. Opening of Letter of Credits, Bank guarantees etc.
- Import payments to Vendors
- GST Knowledge and Experience
- Issuing E-way Bills under GST
- Issuing Purchase Orders and Proforma Invoices
- Emailing with effective English communication
- Handling day to day works of office
- Preparing MIS and Routine Reports
- Billing or Invoicing of all types
- Follow up of Debtors & Creditors
- Internal Auditing
- Finalization of Books of Accounts
- Reconciliation of Bank, Vendors etc.
- Worked in the field of Sales tax, Income tax, TDS
- Accounting including Book-writing
- Filing of Sales tax returns and other compliances under Sales Tax
- Issuing of various Statutory Forms under Sales Tax
- Working knowledge of TDS, Service Tax & Income tax

Academic Qualifications

- CA-IPCC both groups passed
- Graduate in B.Com (Hons.) from SOL, Delhi University
- GMCS & ITT Training with ICAI (regarding Communication & technical skills)
- Certification Course for Tally ERP 9.0 & MS-Office
- General Proficiency Course done with YMCA
- 12th from CBSE
- 10th from CBSE

Personal Details

Name	: Ravi Shankar Jha
Gender	: Male
Date of Birth	: 04 th Oct. 1993
Father's Name	: Sh. Lal Kant Jha
Marital Status	: Unmarried
Nationality	: Indian
Religion	: Hindu
Caste	: Brahmin
Languages known	: English & Hindi

Place: New Delhi

(Ravi Shankar Jha)