

Nandan Jha

MALE, 27 YEARS (21st April 1993)

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To secure a challenging position in an organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

EDUCATION

Degree	Institute/University	Year	Percentage/CGPA	Remarks
B.Com(H)	L.N.M.U Darbhanga Bihar	2014-2017	58.88 %	
12 th	Bihar School Education Board	2010-2012	61.20 %	
10 th	Bihar School Education Board	2009-2010	65.40 %	

Core Qualifications

- Billing statements
 - GST output tax
 - Year end audit
 - TDS
- A/R control / A/P control
Month end closing
Income Tax
Internal and External Audit

Accounting Software Skills

- Completed a course in Microsoft office 2013/2016 and successfully completed training in tally 7.2 & 9 version.
- Familiar with accounting software, particularly quick book, tally, MOB & Peachtree.

CURRENT WORK EXPERIENCE

Oct 2017-July 2020

JVG & ASSOCIATES

Assistant Accountant

KEY
RESPO
NSIBILI
TIES

- Maintain all record i.e. Purchases, Journal, Cash and Bank Voucher on Daily Basis, Service Tax Challan, TDS Challan, invoicing other journal work related accounts department.
- Petty cash management, preparing daily cash report, accounts receivables follow up reports, monthly report etc.
- Manage all aspects of A/R, A/P.
- Preparing and recording various vouchers like cash payment, journal, cash receipt, cheque receipt, Account/bank reconciliation, and supplier reconciliation.
- Making POs and Invoice
- ROC Filling
- Maintain statutory compliance as Income Tax/GST/Sale Tax/Service Tax/ PF/ESIC.
- Internal and External Audit done of following Client
 - Stock audit of **Luminous Power Technologies Pvt. Ltd**, Multi- Location-Jaipur, Ghaziabad ,Bilaspur, Mundka (DL)
 - Stock audit of **Jindal Stainless Ltd** (Bilaspur),OVT india Pvt Ltd (Noida), Pidilite industries Ltd (Shahadra)
 - Store audit of **ABFRL, Bata, Vishal Mega Mart, Bazar** India etc.
 - Vendor Audit of **TATA Sky** in Jaipur, Delhi.
 - Infrastructure Audit of Multi location in North **Toyota Kirloskar Motor Pvt. Ltd**
 - FAR of **Karam Industries** in Utrakhand,Vishal Mega Mart Multi location in UP.

SKILLS & LANGUAGES

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- Windows, MS-Word, MS-Excel, MS-Power Point, Internet and Outlook Express
 - Knowledge of Tally ERP, Tally 9.0 for Accounting
 - Good Knowledge of HANA, POS (Software)
 - Knowledge of KDK Software for TDS, IT return filling.
 - Ability to work under pressure and highly competitive work environment.
 - Good accounting knowledge, cash book, debit & credits etc and good planning & organizing skills with the ability to meet prescribed deadlines.
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STRENGTH

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- Patience and punctual.
 - Ability to learn new things.
 - Leadership skills.
 - Self-starter and motivated.
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Declaration:

I hereby declare that the information and facts stated herein are true and correct to the best of my knowledge and belief

Place:

Signature

Date:

Nandan Jha