

# RESUME

Abhishek Kumar Jha

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## CAREER OBJECTIVE:

To apply my knowledge and to get an opportunity to utilize my potential extent in favor of the organization. Further I would like to acquire new ideas and skills so that I grow professionally along with the companies.

Professional Experience: 02 Years 06 Months.

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## ORGANISATIONAL EXPERIENCE

S D Enterprises

August 2017 – Till Date

### JOB PROFILE

- ☐ Invoice Management- Sale, Purchase and E-way Bill.
- ☐ Account Receivables and Payables.
- ☐ Reconciliation of bank statement and Cash.
- ☐ Handle bills & vouchers and cash payment vouchers
- ☐ Preparing and maintaining statutory books of accounts viz. journal, ledger, cash book, bank book, Debit Note, Credit Note and subsidiaries in compliance with time & accuracy norms.
- ☐ Maintain the Returns of GST Return (3B, R1, R2), TDS, ESIC Payment and EPFO Payment.
- ☐ Knowledge of Trading and Profit & Loss Account and Balance Sheet
- ☐ Invoice Management of Import and Export.
- ☐ Knowledge of Import and Export Documents.
- ☐ Other official work assigned by the senior.

II. Khanna & Associates (C.A Firm)

March 2017 to August 2017

### JOB PROFILE

- ☐ Accounts Data Maintained of Parties.
- ☐ Reconciliation of bank statement of Parties.
- ☐ Handle work of Sale Tax, TDS.
- ☐ Other official work related to Tally and MS Office.
- ☐ Monthly, Quarterly and yearly Accounts Audit of Parties.

## ACADEMIC

B.Com (Hons.)	Passed 1 <sup>st</sup> Year with 66.9% and 2 <sup>nd</sup> Year with 73% and studying in 3 <sup>rd</sup> Year from Delhi University
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I. Com	Passed with 72.6% from Magadh University, Patna Bihar.
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## I T SKILLS

Operating System	:	Window XP, 2010
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Application Packages	:	MS Excel, MS Office, MS Word,
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Accounting Packages	:	Tally and BUSY Software
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Internet	:	E-Mail, Net Banking, Web browsing and Promotional tolls
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Expert	:	Busy and Tally
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## PERSONAL INFORMATION

Father Name	:	Ramesh Jha
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Date of Birth	:	03-01-2001
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Address	:	884-885, K- Block, Jahangirpuri, Delhi-110033
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Marital Status	:	Unmarried
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Nationality	:	Indian
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Sex	:	Male
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## HOBBIES:-

Listening music, Playing Cricket and Chess.

## STRENGTHS:-

Honest, Hard Working, Quick learner & sense of responsibility to taken with any kind of Problem.

Date: - 29/08/2019

Place: New Delhi

(Abhishek Kumar Jha)



