

CURRICULUM VITAE

HIRA NAND JHA

H. No – 160, Gali No – 10
UG Floor, B Block
Himgiri Enclave, Sant Nagar
Burari, Delhi - 110084
Mob. No. 09654931272
hiranandjha@gmail.com

WORK EXPERIENCE: -

- Presently Working as Asst. Manager- Accounts in Prakhar Software Solutions Pvt Ltd from November 2019 to till Date.
- Worked as Sr. Accountant in B S Bansal & Associates from January 2018 to October 2019.
- Worked as Accounts Manager with Amrapali Aadya Trading & Investment Pvt. Ltd from October 2011 to September 2017.
- Worked as account executive with Four Seasons Exports (P) Ltd. (Sister Concern of Bonanza Group) From October 2009 to September 2011.
- Worked as account Executive Sunglow Fininvest Pvt. Ltd. (Sister Concern of Bonanza Group) from February 2005 to September 2009.
- Worked as Account Assistant in M/S. Prakash Gupta Mehra & Associates from August 2004.

JOB PROFILE:

- Support with Back office (Shares and Commodities Paying/Payout, Maintain Pool A/C, Beneficial A/C and Client A/C, Shares & Commodities Pledge, Unpledged).
- Preparation and entry of Vouchers (Cash, Bank, Sales, Purchases, Journals etc.)
- Looking after Pay in & Pay out of clients & also posting the entries of pay in & pay out in back office software.
- Preparing MIS for the senior persons on weekly basis.
- Coordination with Bank employees for Early Payin of Fund in exchanges, TOD for exchange obligations
- Maintenance of Ledger (Day Book, Cash Book, Bank Book, Sales book, Purchases Book, Stock Book)
- Preparation of Receipt & Payment Accounts, Bank Reconciliation Statement, Party Reconciliation Statement and any other Statement on Monthly Basis as per Requirements.
- Preparation of TDS returns both in electronic mode as well as manually.
- Preparation of GST Returns
- Reconciliation of Debtors and Creditors.
- Preparation of Receipts Payments A/c, Income & Expenditure A/c.
- Also Known NOW terminal for trading.

ACADEMIC QUALIFICATIONS: -

- B.Com From Delhi University

TECHNICAL QULIFICATION: -

- Knowledge of MS.OFFICE, MS. WORD, MS.EXCEL etc.
- Knowledge of Tally
- Knowledge of LD Software (Lidha Didha)
- Knowledge of Shilpi Software
- Knowledge of X-pert & Ecom Software from Synergy
- Knowledge of Rising Software.

PERSONAL INFORMATION: -

- Father's Name :- Late Shri Trilok Nath Jha
- Date of Birth :- 15th Feb 1988.
- Postal Address :- H. No – 160, Gali No - 10
UG Floor, B Block
Himgiri Enclave, Sant Nagar
Burari, Delhi – 110084
- Contact No. :- 09654931272
- Nationality :- Indian
- Marital Status :- Married
- Language Known :- Hindi, English.

Salary Drawing : 25000/Month

Salary Expected : Negotiable

Place: New Delhi

Date: -

HIRA NAND JHA