

BALMIKI JHA

@ balmikijha250@gmail.com

89208-43772,97087-40836

Delhi

Balmiki Jha

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Objective

To serve in organization that lend me a supportive and co-operative learning environment to diversity my skills, challenge me intellectually and offer me a good potential for future.



Experience

Jyothi construction(Civil construction & Water proofing contractors)

10.01.2019 -

Accountant

New Balaji Hospital (A unit of Balaji Trims center limited)

22.01.2017 - 31.12.2019

Accountant

AKS food Products (sambhal)U.P.

22.01.2015 - 31.12.2017

Accountant

Everest Engineers and Venus Design &Creation

01.01.2011 - 31.12.2015

Accountant

Sparsh Automobiles pvt Ltd. (Raipur) C.g.

02.01.2010 - 31.12.2011

Data Entry Operator



Education

BSEB Patna (Bihar)

2007

10th

BSEB Patna (Bihar)

2009

12th

B.S.B.R.A. University Muzaffarpur (Bihar)

2014

B.Com (A/C hons)



Skills

(1)IT skills:-Tally ERP.9,BUSY,ERP SAP, MS-Word,MS Excel,power point, Outlook and Internet.

(2) kay skills:-Maintaining day to day books of accounts.

Preparation of Invoices, patty cash maintains, Bank Vouchers etc.

Day to day accounting transaction entry in Tally ERP.9

Preparation of Bank Reconciliation on monthly Basis.

Sales and Purchase Booking, Journal Voucher entry,etc.

GST Computation and Return filing, Reconciliation, etc.

Income tax proof verification.

E-Way bill preparation.

TDS Computation and Deposit.

Vendors Reconciliation.

Co- ordination with bank regarding cheque and RTGS/NEFT.

Salary sheet -Maintaining in Excel.

Stock maintains in Excel and Tally.

Compliances of ESIC.



Interests

Traveling & Songs



Language

Hindi, English



Personal Details

Date of Birth : 15-05-1989

Marital Status : Married

Nationality : Indian

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