

# Niraj Jha

Delhi, Delhi

[nirajkumarjha78\\_7iv@indeedemail.com](mailto:nirajkumarjha78_7iv@indeedemail.com)

+91 8470075265

Senior Accounts Executive with almost more Than 5 year experience of accounting experience, Handling key accounts and financial transactions of various projects.,

#readytowork

Willing to relocate: Anywhere

## Work Experience

---

### **Senior Accounts Executive**

RAS Trading Co - Delhi, Delhi

September 2019 to Present

Branch,

Preparing Data for Various Returns of All 3 Firms,

Tax Matters, Monthly Books Closing,

### **Accounts Executive**

Amit Industries Pvt Ltd

August 2017 to September 2019

Responsibilities: Reconciliation

Billing, Purchase Entries, All Expenses, Bank Reconciliation,

Petty Cash Management, Salary, All Payments, LC Opening,

Discounting

LC Discounting, Preparing Data for TDS & GST Returns,

Vat Assessment, Preparation of Profit & Loss Account And

Balance Sheet Monthly As Well as Yearly,

### **Audit Assistant**

Accounting & Consulting Bureau (Karol Bagh) - Bagh, Madhya Pradesh

August 2016 to August 2017

Responsibilities: Internal Audits, Income Tax Matters.

### **Accounts Assistant**

Aggarwal Chamaria & Co

June 2014 to July 2016

Responsibilities: Book Keeping & vat Returns

## Education

---

### **Bachelor's in Accounts (Hons)**

L N M U Darbhanga - Patna, Bihar  
July 2014 to June 2017

## Skills / IT Skills

---

- Key Skills: Book Keeping, Preparation & Finalizations, Fixed Assets Accounting, Bank Reconciliation, I  
To Prepare Various Financial Returns Like, TDS, Income Tax Assessments GST Returns & Refund.