

RAGHAV JHA

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CURRICULUM VITAE

CAREER OBJECTIVE

To pursue a challenging and growth oriented career in Finance, Accounting and Taxation in an organization that offers opportunities to learn & grow by delivering the results.

PERSONALITY TRAITS

- ❖ Strong analytical and problem solving skills.
- ❖ Good communication skills- written and verbal both.
- ❖ Highly trustworthy, discreet and ethical.

KEY RESPONSIBILITY HANDLED

- ❖ Upkeep of Books of Accounts(Bank Reconciliation Statement, Receivables Reconciliation, Payables Reconciliation, complying Accounting Standards, Accrual Concept etc.). Finalization of Balance Sheet, preparation of Financial Statements/Consolidated Financial Statements & related reports.
- ❖ GST Registration, payment, reconciliation, GST Monthly & Annually Return Filing, justifying differences (if any) and providing necessary documents under Audit. Computation of GST Liability considering GST Credit, Reverse Charge Mechanism etc.
- ❖ TDS deduction, payment, and all other works related to TDS other than Return filling.
- ❖ Computation of Income, preparation and filling of Income Tax Return of Individual, Firm, Company, Trust and also revision thereof.
- ❖ Tax Audit Report under Income Tax Act 1961.
- ❖ E-Filing of Forms on MCA, Annual Return Filling (MGT-7), various other e-forms (AOC-4, AOC-2, DIR-3, DIR-12, DIR-11, MGT-14) and documents.
- ❖ Handled Statutory Audit of Companies, NGO's, firms, etc.
- ❖ Handled Statutory Audit for F.Y 2017-18 to 2019-20 of **Sharika Enterprises Limited**. (Listed under BSE).

- ❖ All Responsibilities for Proper Accounting work on Tally & GST, Income Tax work Handled as a Senior Accountant of **Florida Facilities Management Pvt. Ltd.** (From F.Y 2016-17 to F.Y 2019-20)
- ❖ All Responsibilities for Proper Accounting work on Tally & GST, Income Tax work Handled as a Senior Accountant of **Willbrose Hitech Infrastructure Private Limited.** (From F.Y 2016-17 to F.Y 2019-20)
- ❖ Sound Knowledge of IPO.

TECHNICAL SKILLS

- ❖ Well versed with MS office
- ❖ Experienced in working on Tally ERP 9.
- ❖ Internet Savvy
- ❖ Easily adaptable to new technicalities.

PROFESSIONAL QUALIFICATION

Working as an Audit/Accounts Manager from June 2019 to July 2020 with WDK & Associates Chartered Accountants, Sarita Vihar, Delhi.

EDUCATIONAL & TRAINING QUALIFICATIONS

Course pursued	Board/Institute	Year of Passing
High School Exam	BSE Board Patna	2010
Intermediate Exam	BSE Board Patna	2012
B.Com	LNM University, Darbhanga	2015

- CA-IPC Group-2 (Dropped)
- Has completed 3 years of CA Articleship/Audit Training from WDK & Associates Chartered Accountants on 25th June, 2019.
- Attended 1 Month of IT Training as a part of CA Course.
- Attended 7 days of Orientation programmes.

HOBBIES

- ❖ To be updated on Income Tax & GST Matter.
- ❖ Playing Chess
- ❖ Watching Movie

PERSONALDETAILS

Languages Known-	Hindi, English & Maithili
Address for correspondence-	408 A, Sharmik Kunj, Sector-122, Noida- 201306
Marital Status-	Single
Father's Name-	Nandu Jha
Date of Birth-	03 rd May, 1995

(Raghav Jha)