GOPAL KUMAR JHA

Sant Nagar, Burari Gali
No 110/107 H. No 4026
Delhi – 110084.

E-Mail: gopaljha151@gmail.com
Mob: +91-7289859329

To obtain a position that will allow me to utilize my technical skills, experience and willingness to learn in making an organization successful.

EXPERIENCE:-

❖ Working experience *Mynd Solutions Pvt Ltd***, Gurgaon** as **Accounts Executive** started from "**Nov 2018" to "April 2019"**.

Job Responsibilities
Accounts Payables, Invoice Processing, **GST**, Payment to Vendor, **TDS**, Journal, ledger, Purchase, Sales, Receipt Payment, Bills Discount, **Reverse charges**, **Bank reconciliation Statement** in Tally, Knowledge of **Advance Excel** Sumifs, Countifs, Vlookup, Hlookup, Index, Match, & **Group of Pivot table** etc.

❖ Working experience *KCA Infrastructure***, Delhi** as **Accounts Assistant** started from "**May 2017" to "Oct 2018"**.

Job Responsibilities
Day to Day Entry, Contra, Cash, Bank, Sales, Purchase, Receipt, Payment, Discount Given, Inventory, Ledger, Journal entries, with GST "Inter or Intra State", TDS Challan Payment, & TDS entries.

EDUCATION:-

∗ **B. Com** from L.N.M.U.

IT SKILLS:-

Operating Systems	:	Windows and DOS
Accounting Packages	:	Tally ERP 9 included GST &TDS
MIS Office	:	Good in Excel, Word, Power point.
Accounts Knowledge	:	Assets, liabilities, Revenue, Direct, Indirect, Expenses, Incomes, Depreciations, etc.

HOBBIES:-

Travelling & Playing Chess.

TECHNICAL & FUNCTIONAL STRENGTHS:-

Good communication skill and Problem Solving ability.

PERSONAL DETAILS:-

Father's Name   : Shankar Jha   **Date:** ....
Date of birth   :11th May 1998
Languages Known   : English & Hindi (Read Write Speak)

Place   **: Delhi**   **{Gopal Kumar Jha}**

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