

Curriculum Vitae

Sumit Jha

B-58 Anand Vihar Society Gadkhol Patia Near Ambika Nagar Ankleshwar Gujarat 393001

Contact Details

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Career objective

To work in a progressive organization that incorporates varied spectrums of work & diversity, this endows consistency, competency & expertise in professional as well as social spheres, enabling collective excellence and technical growth, personal fulfillment with welcome attitude for new ideas and concepts to enhance the overall growth of the organization.

Professional & Academic Qualification

DEGREE	INSTITUTE / UNIVERSITY	MONTH/YEAR
B.COM	DELHI UNIVERSITY	2020
C.P.T	I.C.A.I	2017
XIith	CONTONMENT BOARD SR SEC SCHOOL(DELHI CANTT)	2016
Xth	SALWAN BOYS SR SEC SCHOOL(KAROL BAGH)	2014

Key Skills:-

- Preparation of books of Accounts.
- Accounts Payable.
- Accounts Receivable
- Sales Book & Purchase Book.
- Preparing E-Way Bill
- GST Registration
- Preparing Dispatch Bills
- Income tax, GST, knowledge of Accounting Standards.

Experience:-

- Working Experience in C.A FIRM as Account assistant (Sept 2019-Dec 2020)
 - Currently Working in HMP Minerals Pvt Ltd as Account assistant
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Technical Skills

- Working Knowledge in Microsoft Office (Word,Excel).
 - Tally Prime , Tally 7 & ERP 9.0
 - Working knowledge of Internet.
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Interpersonal Skills

- Quick adaptability power and always ready to learn new things
- Patience
- Can manage the stressed conditions.

- Multitasking ability.
- Ability to carry on responsibility well.
- Punctual

Personal Profile

Father's Name	:	Sh. Phool Jha
Date of Birth	:	23 rd ,February 1998
Nationality	:	Indian
Community	:	General
Marital Status	:	Un Married
Gender	:	Male
Language Known	:	English,Hindi & Maithili
Hobbies	:	Travelling & Playing Cricket

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

Date:

Place:Gujarat
