

CURRICULUM VITAE

PAWAN KUMAR JHA

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Career Objective

To obtain an Accountant position by adding value through utilizing my superior knowledge, prospecting and calculation abilities in the business.

Work Experience

I).Working with **A and R Bon Vivants Pvt. Ltd.** (Since Nov. 2017 to Till Date) as **Accounts Manager.**

Work Responsibilities-

1. Maintaining Accounts of Individual, Firm & Companies.
 2. Controlling of Cash Accounts.
 3. Bank Reconciliation & Inter Office Reconciliation.
 4. Creditor Control - Checking & Passing Of Suppliers Bill With Purchase Order
 5. Maintain Service Tax, Vat,TDS & GST
 6. working with TDS & GST Complete Knowledge
 7. Working with E Way Bill
- Accountant In . **Tets N Rai International** Since **Nov. 2011.to Oct. 2017**
 - Accountant In Highline India Ltd. Since **April 2008 to Oct. 2011.**
 - Accountant In Xebec Design & Facilities (P) Ltd In Delhi
(Interior & Maintenance Based Company) Since **Jan. 2004–April 2008.**
 - Two Years Working In (C.A.Firm) Srivastava Kumar & Co. since **Jan. 2002 To Dec. 2003** As An Accountant & Audit Clerk

Discrepancy, Certification & Audit Assignment In Companies Like

- Punj Lloyd Ltd. Nehru Place
- A.T.C.L.Container Line Delhi (P) Ltd. Kalkaji
- Bulland Chit Fund, Leasing & Finance, Builtech & Automobiles.
- Sona Modern Public School, & Modern Era Convert, Janakpuri.

Technical Skills

Operating Systems	Windows XP 2010/2008/2007/98,
Tools	Tally 4.5, 5.4, 6.3, 7.2 & Erp 9, Busy14 & 16 ,M.S.Office.

Educational Qualifications

<ul style="list-style-type: none">• Bachelor of Commerce From , Lalit Narayan Mithila University Darbhanga (BIHAR) 1999
<ul style="list-style-type: none">• Intermediate of commerce From Bihar Intermediate Education council Patna. – 1996 – 54%
<ul style="list-style-type: none">• Matriculation From Bihar school Examination Board Patna. – 1994 – 76% Marks

Personal Details

Father's Name	Late . B.N.Jha
Date of Birth	02/08/1979
Marital Status	Married
Sex	Male
Hobbies	Playing Cricket & Chess
Language Known	English, Hindi ,Maithili
Strengths	Adaptability, Positive attitude, Goal Oriented

Contact Details

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Place:-New Delhi

Date: -

(Signature)