

Kripanand Jha

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Seeking assignments in Finance & Accounts with a growth oriented organization

CAREER ABSTRACT

- ⇒ **A Commerce Graduate** with experience of 8 years in **Financial Operations, Accounts, Receivables & Payables Management, Auditing & Taxation, Costing and MIS in manufacturing and trading Industries.**
- ⇒ Presently associated with **Aesthetic Nutrition Pvt. Ltd. New Delhi as Sr. Accounts Executive – Finance & Accounts.**
- ⇒ Fair understanding of preparing MIS reports to provide feedback to top management on financial performance, viz. variance analysis of profit, margin, etc.
- ⇒ Exposure in managing wide spectrum of finance & accounts activities encompassing finalization of accounts, cash flow management, & reconciliation statements.
- ⇒ Significant experience resulting in better financial performance and enhanced systems for higher performance of the team.
- ⇒ Gathered sufficient knowledge of carrying out all **accounting functions in ERP environment – Tally ERP, ERP-Microsoft Navision, Busy and Care,**
- ⇒ Adept in ascertaining needs and goals, streamlining operations and envisioning new concepts.

ORGANIZATIONAL SCAN

- **Since Jan'20: Aesthetic Nutrition Pvt. Ltd. New Delhi as Sr. Accounts Executive.**
- **Jun'17-Dece'19: Novus Green Energy Systems Pvt. Ltd. New Delhi as Sr. Accounts Executive.**
- **May'14-May'17: JMV LPS LTD. Noida as Accounts Executive.**
- **Dec'11-'Apr'14: Kunj Forgings Pvt. Ltd. Ghaziabad as Assistant Accountant.**
- **Aug'10-'Nov'11: C A Firm (Singh & Associates), Laxmi Nagar New Delhi as Assistant Accountant.**

Key Result Areas:

Accounting Functions

- ⇒ Compiling & analyzing of MIS on creditors, expense sheets & analysis of profitability position.
- ⇒ Preparing & maintaining books of accounts and reconciliation of financial statements in compliance with the norms.
- ⇒ Presenting a true and fair view of the financial position of the company by way of timely preparation of reports ensuring analyzing the expenditure on a monthly basis to control expenses.
- ⇒ Preparing and finalizing different type of financial statements such as balance sheet and profit & loss account.
- ⇒ Processing payments as per purchase order terms.
- ⇒ Reviewing and maintaining accounts of sales transactions, purchase bills, material consumption records, etc.
- ⇒ Maintaining MIS & reports pertaining to total outstanding in order to provide efficient reporting structure and evaluation for decision-making process.
- ⇒ Responsible for debit notes and credit notes for purchase & stock accounting.
- ⇒ Involved in following activities:
 - Voucher passing into system - cash & journal as well as scrutinizing their supporting documents.
 - Inventory valuation along with consumption working and analysis.
 - Preparation of Fixed Assets Register.
 - Maintenance of monthly TDS details for payment.
 - Expenses analysis; provision of expenses.
- ⇒ Passing claims of employees as per the policy to ensure correctness of account.
- ⇒ Participating in ERP implementation.

Costing/ Budgeting

- ⇒ Taking care of financial systems and management procedures by means of proper budgeting & ensuring that controls are adequate.
- ⇒ Handling preparation of MIS reports and reconciliation statements as well as undertaking analysis to key indicators to assist top management.

Auditing & Taxation

- ⇒ Coordinating in complete planning & management activities for ensuring completion of internal & statutory audits within time.
- ⇒ Handling the internal audit of the companies including setting up of internal audit systems as well as monitoring of the implementation of the systems.
- ⇒ Providing feedback to the top management with regular internal audit reports.
- ⇒ Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns, TDS, Income Tax in compliance with Statutory Tax Acts.

Banks

⇒ Reconciliation of Bank Statement to ensure timely completion of Books of accounts.

ACADEMIC CREDENTIALS

B.COM (Accounts Hons.) : L N M University Darbhanga, with 61% marks.
Intermediate : BIEC, Patna with 62% marks
Matriculation : BSEB, Patna with 45% marks

Other Professional Qualifications:

⇒ Diploma in Computer Application from N. I. C. I. New Delhi including Tally ERP 9 with 65%.

IT FORTE: Conversant with MS DOS, Windows (98, 2k & XP), MS Office, Tally, ERP (Navision) and Internet Applications

PERSONAL DOSSIER

Date of Birth : 6th May, 1984
Father's Name : Mohan Jha
Marital Status : Married
Hobbies : Reading newspaper and singing a song.
Residential Address : Flat No. 293, Dallupura, Vasudhara Enclave New Delhi-110096.

SALARY

Current Salary : **30 Thousand P.M.**
Expected Salary : As per company norms

Date:-

(KRIPANAND JHA)