**CURRICULUM- VITAE**

**Tarun Kumar Jha**

**H No-1697B,PanaMamoorPur**

**Narela, New Delhi-110040**

**Cont.No:-+91 9958754385.**

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| **Career Objective:** |

To get a challenging environment that utilizes my skills in Financial Reporting, Accounting, Taxation, Auditing, Statutory Compliances, Bank lessening etc. for the benefit and growth of the organization.

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| **Professional Summary:** |

* 7 Year work experience involving Purchase & SalesAccounting, Purchase &Sales Reconciliation, Debtors& CreditorsReconciliation, Bankreconciliation, Statuarypayment( TDS,GST,ESI,PF), Sale Tax return, TDS Return, GSTReturn, Internal Auditing, Inventory Verification And Balance Sheet Finalization Etc.
* Good Working knowledge of MS Office& Tally (ERP.9), BUSY, UNICOMMERCE, Computax.

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| **Current Working :-** |

**AS Account Manager AT:-**

* **M/s Som Projects Pvt Ltd.** (903-904, JMD Regent Square, MG Road Gurgaon-122002.)

**(Government Contractor of Hospital, Road, Bridge, Delhi Metro, Airport Etc.).**

**(WORKING PERIODS:-18-Aug -2017 TO Till Now.).**

**Role &Responsibility:-**

* Reporting to the Director.
* Maintain branch accounting.
* Handling RAR Reconciliations.
* Reconciliation of Debtor & Creditors.
* Working Escalation and GST Reimbursement
* GST Calculation, And Payment.
* GST Return File (GSTR-3B, GSTR-1, GSTR-9, TDS/TCS).
* ESI and EPF Recompilation and Verification.
* Site Coordination and Review.
* MIS Reporting –(Projects-Wise)
* TDS Details preparation, payment & TDS Return.
* TDS certificate download and issue (Form 16/16A).
* Finalization of data for audit purpose.
* Financial Reporting &Analysis(Project -Basis)
* Bank Guarantee and FDR Process.
* Budgeting and Planning for projects-wise liabilities.
* All Type Compliances Working and Coordinate with CA.
* All type document preparation (For Loan, Government Departments and any other purpose)

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| **Past Working ;-** |

**AS ACCOUNTANT AT:-**

* **MSD Fabrics** (C-68, Okhla Industrial Area PH-1 New delhi-110020.

**((SHAKUMBHARI)E-Commerce Company of Women’s clothing).**

**(WORKING PERIODS:-20-NOVEMBER -2015 TO 08-July-2017).**

**Role &Responsibility:-**

* Reporting to the Executive Director.
* Maintain branch accounting.
* Handling office petty cash for daily Transaction.
* Handling Purchase & Sales Accounting.
* Reconciliation of Daily Sales Report.
* Reconciliation of Debtor & Creditors.
* Making & Issuing monthly Employee Salary.
* Handling Bank Reconciliation & Vendor Reconciliation.
* TDS Details preparation, payment & TDS Return.
* TDS certificate download and issue (Form 16/16A).
* VAT Calculation, filling of VAT Return. (DVAT).
* Co-Ordination with consultant for finalization of Sales Tax Assessment
* Excise working on readymade Garments (under new excise policy).
* Service tax calculation and payment.
* All tax details & Payment and form(C, F, and H) working.
* Finalization of data for audit purpose.
* GST Migration and GST Registration.
* All type document preparation (For Loan, Government Department sand any other purpose).

**KIRTI &ASSOCIATES (TAXATION & FINANCE CONSULTANT)**

**Designation**: - Accounts-Executive

**Duration**: - From May- 2013 to Nov -2015.).

* **Beauty Corner**( Shop no-64, MM Janpath, New Delhi-110001)

**(Manufacturer & exporter of handicraft, artificial and silver jewelry).**

**(WORKING PERIOD:-JUN-2014TO NOV-2015).**

* **B K Overseas** ( Shop no-1114, Paharganj Main Market New Delhi-110055)

**(Manufacturer & exporter of handicraft, artificial and silver jewelry).**

**(WORKING PERIOD:-JUN-2014 TO NOV-2015)**

**Role &Responsibility:-**

* Handling Purchase & Sales Accounting.
* Reconciliation of Daily Sales Report.
* Maintain and control of Purchase Account
* Reconciliation of Debtor & Creditors.
* Bank Reconciliation.
* Making & Issuing monthly Employee Salary.
* Responsible for month end closing.
* Tax details preparation and send to Consultant for return File.
* Inventory Verification and Valuation.
* Analyzing & control over unwanted expenses of the stores & shop floor.
* Finalized the Data for Auditing purpose.
* All Documentation work as per required (Tax Department, for Auditing, Banking purpose. Etc.)

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| **Academic qualification:-** |

* Pursuing M.Com Final Year from IGNOU.
* B.Com (H) from LNMU Darbhanga in 2014.
* 12th from BSEB Patna in 2010.
* 10thfrom BESB Patna in 2008.

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| **Technical Skill:** |

* GST and Income Tax practice with CA ‘Kapil Jain.
* Tally ERP9.0 from SCFMTS (Govt. of Delhi).
* Accounting (BAN101) from NCMES (Govt. of India).
* Office Automation and Internet from Mahindra education private limited.
* 2 year teaching experience in field of Accounts & Tally trainer at **Pragya Networking Education Society.**

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| **Strength:** |

* Ability to reach goals.
* Leadership quality.
* Self-motivated , methodical and process driven
* Positive attitude, hardworking and ability to work under pressure.
* Always try to learn and do something Difference.

**Personal Details:-**

Name : - Tarun Kumar Jha

Date of birth : -15thJanuary 1993.

Father’s Name : - Sh. Sushil Jha

Marital status : -Unmarried.

Languages : -Hindi and English

Interest &Hobbies :-Book Reading And Cricket .

**Declaration:** I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**Place: -** New Delhi **Tarun Kumar Jha**