
NITESH KUMAR

Email id: niteshjha389@gmail.com

Mobile: 9899899781

OBJECTIVE:

Positions, which can hone up my skills, invigorate an urge to perform and achieve goals keeping in mind the aesthetics of Professionalism. A job that allow me for greater achievements and which would effectively apply my professional skills and administrative experience in leadership, business and interpersonal relations. Seeking an **Accountant** position.

EDUCATION

B.Com(commerce) from Delhi University

Training Undergone:

Successfully Completed Training of INDUSTRIAL COMPUTER ACCOUNTANT with Tally 9.0, Busy, Income tax, T.D.S, Sale Tax(Vat, Cst), Service Tax, P.F, ESIC, Depreciation chart, BRS in 2010 - 11 from Institute of computer accountant(ICA)

Technical Proficiency:

Operating Systems : Windows 7/98/95/XP/Vista.

Packages : Microsoft Excel, Microsoft word, Microsoft Power point, Tally 9.0, Tally E.R.P. Busy

Database : Ms - Access

Previous work Experience:

Organization: Shree Maitrey Printech Pvt. Ltd.
Designation: Accountant
Duration: December 2009 to September-2014

Present work Experience:

Organization: Imagic Communication Pvt. Ltd.
Designation: Accountant
Duration: October 2014 To Till Date

- Weekly Bank Reconciliation
- Weekly Creditor And Debtor List Update as Per Tally
- Cheques Preparing & Entry In Tally
- Day to Day accounting in computerized environment and expertise in **Tally & Excel.**
- Form – 38 - Entry And Utilization
- **P.F & E.S.I.C** Computing and Challan Preparing
- Cash Handling and Petty Cash Voucher Preparing
- Sales Bill Preparing in Excel
- Preparation of books of accounts and records according to statutory requirement like **sales register ,Purchase register, stock register, cash and bank books ,ledger, journal, inventory** and verification of records related to accounts .
- On time payment and filling of all statutory dues and returns like **sales tax /VAT, TDS, Advance Tax, Service Tax .**

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- Dealing with sales tax Dep't. For sales tax assessment, forms issuance and other activities.
 - All the activities related to material like making and releasing the purchase order, negotiation of the parties, follow-up the material.

Personal Profile:

Name: NITESH KUMAR

Father's Name: SUBHASH CHANDRA JHA

Date of Birth: 15TH Jan 1991

Contact Details: 9899899781

Address: N - 323/13 Sourabh Vihar, Jaitpur,
Badarpur, New Delhi - 110044

Martial status: Single.

Nationality: Indian

Languages Known: English, Hindi

References: Upon request.

Declaration:

I hereby declare that all the information furnished above is true and to the best of my knowledge.

Place:

Date:

(NITESH KUMAR)