

Anuj Kumar Jha

Add:-House No -326, Sadarpur Colony Sector- 45 Noida

Email ID: - anuj92jha@gmail.com

Mob No: -9599804162

SKILL SET:

A Very Hard Working Dedicated Conscientious Individual With Analytical & Problem Solving Skills. Able to manage time productively. Handles Multiple Projects Simultaneously. Perform Well under Pressure and ready to accept any challenge under any given circumstances.

Academic Qualification

10th from U.K Board, Shri Bharat Mandir Inter College (uttarakhand) 2008

12th from U.K Board Shri Bharat Mandir Inter College (uttarakhand) 2010

B.Com Passed from HNB Garhwal University (Autonomous) uttarakhand in 2013

Technical Qualification:

Ms.: - Word, Excel, PowerPoint, Internet: LAN & Internet

Accounting: - Tally 7.2 & 9.0, ERP (Finsys)

Eagle view (Front runner)

GST: - Webtel (GST)

Company Profile:

INDIA EXPORTS is a Leading Exporter; Manufacturer & Supplier of Wooden is the Part Of Juneja Group.

My Current Profile:

Company: India Export

Designation: Sr. Account Executive

Working Since: Apr-2017 TO Till Now

Current Location: Noida

Job Profile:

Proper Accounting for Day to Day Operations and Supervising.

Data Entry in Tally (Purchase Bills, Sales Bills & Job Work Bills)

Vendors / Customer Bill / Invoice Checking & Passing.

Preparation of Payment (Cheques & Vouchers, or RTGS)

Debtors, Creditors Reconciliation, Payment Follow & collection

Bank Reconciliation Statement on Monthly basis.

Preparation of Stock Statement

Cash and Banking handling

GST All Works

TDS (Calculation of TDS)

Other Addition Work

Raw material Purchase Planning as per the schedule given by the customer

Purchase Order making and release to the subsequent suppliers along with tracking of order acknowledgement.

Regular tracking and maintain the monthly Turnaround times (TAT) for PR to PO and PO to MRR Rejections

Previous Work Experience :

Work with "M/s Advance valves Group "142 A & B N.S.E.Z Noida Phase – II, UP As Account Executive from Dec- 2015 to Mar 2017

Company Profile:

#**Advance Valves** Commenced manufacturing Industrial valves Over Year. The Company was promoted and is presently led by Mr. Uma Shanker, a gold medalist in Mechanical Engineering with a Master's Degree in Business Administration (MBA) and Industry Experience Of over 35 Year.

Since The **Advance Valves** has established its position among the top Quality manufacturing internationally in its products range. Advance valves is the today Considered a Pioneer in technology for its Dual Plate Check & Balance Valves, and even for its butterfly valves, Especially In the domestic market

Job profile :

- # maintained the General accounting.
- # Payment Follow & collection
- # Bank Reconciliation Statement on Monthly basis.
- # Cash and Banking handling
- # Preparation of Stock Statement
- # Preparation of Payment (Cheques & Vouchers)
- # Vendors / Customer Bill / Invoice Checking & Passing (Data Entry)

Personal Details:-

Father Name: -	Mr. Nawal Kishore Jha
Monther Name:-	Mrs. Jag Maya Devi
Date OF Birth: -	03-07-1992
Marital status: -	Unmarried
Nationality: -	Indian
Languages Known: -	English & Hindi
Permanent Address: -	S/O NawalKishorJha Ward NO -15 Amar Lal Raghavendra Mohan Lajpat Rai marg Rishikesh (uttarakhand 0249201

Declaration

I herby declare that the above mentioned information in correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars

Date

Anuj Kumar Jha