CURRICULUM VITAE

##### Praveen Kumar

##### Contact: 7835943400

##### Email:pk.praveenjha@gmail.com

##### Career Objective:

* To prove myself as a vital asset of my organization, by utilizing my skill set effectively towards organizational goal, work hard, work with excellence, to keep learning process continue, and finally reach to zenith of success.

* **Educational Qualifications:**
* **B.COM.** from **B.M. COLLEGE**, (**MADHUBANI**) **in 2015**
* **INTERMEDIATE** from **BIHAR BOARD (PATANA)**.**in 2012**
* **10Th**from **T N HIGH SCHOOL (KALAUAHI)**.**in 2010**
* **Professional Qualifications:**
* Nine Month Diploma in Computer application from NICT New Delhi.
* Enrolment Certificate for Goods and Services Tax Practitioner.
* **Technical Qualifications:**

* Knowledge of MS. OFFICE, MS. WORD, MS. EXCEL etc.
* Knowledge of MARG Software
* Knowledge of Tally/BUSY Software
* Knowledge of GENIUS / GST Software

## Job Profile:

* Maintenance of Ledger (Day Book, Cash Book, Bank Book, Sales book, Purchases Book, Stock Book)
* Preparation of Receipt & Payment Accounts, Bank Reconciliation Statement, Party Reconciliation Statement and any other Statement on Monthly Basis as per Requirements.
* Preparation of VAT returns.
* Preparation of TDS returns on software.
* Preparation of GST returns on software as well as manually.
* Reconciliation of Debtors and Creditors.
* Preparation of Receipts Payments A/c, Income & Expenditure A/c.
* **Organisational Experience:**

**Bansal Dye Chem Pvt Ltd**

Accountant

**Pawan Khanna & Associates (Chartered Accountants)**

Accountant

**J.S. Bhatia & Co. (Chartered Accountants)**

Accountant

**Accurate Accounting & Taxation**

Accountant

**Monastery Films**

Accountant

* **Strength:**
* Ability to work in a team as well as an individual.
* Energetic, highly-Motivated and Creative.
* Ready to take challenges.
* **Personal Information:**

Father’s Name : Sh. Shubh Chandra Jha

Date of Birth : 27/12/1994

Address : H.NO. A-22, Arjun Park, Najafgarh Road

New Delhi -110043

Contact no. : 7835943400

Nationality : Indian

Marital Status : Single

Gender : Male

Language Known : Hindi & English

Hobbies : Listening Music, Playing Chess, Cricket &

Finance part time job

###### Declaration

**I, Praveen Kumar, do hereby declare that the information given above is true to the best of my knowledge.**

**Signature**

**Location: Delhi**  **(Praveen Kumar Jha)**