**CURRICULUM-VITAE**

**Gautam Kumar Jha**

**Address**: C-9, Raju Park, Near Hanuman Mandir,

Khanpur, New Delhi, 110062.

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#### OBJECTIVE

Willing to secure a respectable position in a reputed organization through the expertise gained in the proven field of accounting, finance, auditing and taxation.

#### JOB PROFILE

* Booking Account Payable & Receivable entries.
* Preparing vendors and customers ageing.
* Branch Vs Head Office Reconciliation.
* Bank Reconciliation.
* Debtors & Creditors Reconciliation.
* Petty cash of HO and Branch reconciliations.
* Console of entries branch-wise/store-wise.
* Preparation of Sale and Purchase Invoices.
* Imprest and staff’s advance reconciliation.
* Calculation of TDS and working of TDS Return.
* Preparation of Debit & Credit Note.
* Making entries related to GST Compliances.
* Booking cash and bank entries.
* Assisting to Managers for drafting financial statements.
* Assisting auditors related to financial and process controls.
* Working on MIS.

#### WORKING EXPERIENCE

1. Working as an AM Manager with **M/s AST Telecom Solar Pvt. Ltd**.

**(Period: July, 2017 to ----)**

1. Worked as an AM Manager with **M/s Wednesday Brand Solutions Pvt. Ltd**.

**(Period: Nov-2014 to July, 2017)**

1. Worked as an Account Assistant with **M/s Gulhati ‘s Green Valley**

**(Period: March, 2012 to Oct, 2014)**

1. Worked as an Account Assistant with **M/s Container Corporation of India Ltd.**

**(Period: April, 2010 to Feb, 2012)**

#### ACADEMIC QUALIFICATION

1. 10th : 2nd div. from B.S.E.B, Patna, Bihar
2. 10+2 : 2nd div. from B.I.E.C, Patna, Bihar
3. B.Com. (H) : 1st div. from L.N.M.U, Darbhanga, Bihar

#### SOFTWARE SKILLS

1. Computer (MS office)
2. Accounting Software (Tally 7.2 & Tally 9.0 ERP)

#### LANGUAGE KNOWN

* Hindi & English,

#### PERSONAL INFORMATION

Father’s Name : Mr. Braj Mohan Jha

Date of Birth : 04/04/1985

Nationality : Indian

Status : Married

Sex : Male

**Date:**

**Place: New Delhi (Gautam Kumar Jha)**