**Resume**

### **Shyama Charan Jha E-mail:** [**charan.shyama86@gmail.com**](mailto:charan.shyama86@gmail.com)

**Contact No: +91-9818426342**

**Adress: House No. A-372, 2nd Floor**

**Sarswati Gali, Mandawali, Delhi-110092**

**Objective:**

* To be a part of a team where I can contribute my skills and knowledge to help the organization to grow faster.
* To achieve excellence and be a responsible member of the organization.

**Professional & Academic Details:**

* **MBA (Finance)** From Sikkim Manipal University (SMU) in 2014
* **B.Com (Hons)** from Lalit Narayan Mithila University, Darbhanga (Bihar) in 2008.
* **12th from** Bihar Intermediate Education Council, Patna (Bihar) in 2004.
* **10th** from b.s.e. Board, Patna in 2002.

**Work Profile:**

* Entry in Public Financial Management Systems (PFMS) of Expenses for all Grant-In-Aid projects and Advance projects.
* Thorough understanding of ERP (Oracle Based).
* Preparation of Utilization Certificate.
* Preparation of Project Closing Statement.
* Interest Calculation of Grant-In-Aid Projects.
* Bill Process related to Manpower & Hardware.
* Party Reconciliation.
* Preparation of Bank Reconciliation.
* Assisted in preparation of Balance Sheet, P&L Accounts of the Organization.
* Coordinate with the various Audit teams (Internal Audit, Statutory Audit & CAG Audit) during audit teams for ensuring audit deadlines.

##### Work Experience

* Work Experience of More than Ten Years in Accounting Work

**Present Employment**

**Company:** Working with **NICSI (National Informatics Centre Services Incorporated)**, Delhi

**Designation:** Accountant

**Period:** September 2009 to Till Date

**Previous Employment**

**Company: Plasticon Technologies Pvt. Ltd. (Hyderabad)**

**Designation:** Account Assistant

**Period :** January 2009 to August 2009

**Computer Proficiency:**

* ERP (Oracle Based) Systems.
* Good Knowledge of Tally ERP. 9,
* Microsoft office Word, Excel, Power Point,
* Internet Applications and E-mail.

**Competencies**

* Good Communication skills.
* Fast learner. Punctual and Disciplined.
* Hardworking and Sincere.

**Personal Details:**

Father’s Name : Mr. Gopi Nath Jha

Date of Birth : 13th Oct, 1986

Nationality : Indian

Gender : Male

Marital Status : Married

Languages Known : Hindi & English.

Interests & Hobbies : Reading, Listen to music, Surfing Internet etc.

Permanent address : Village+Post – Bhatsimar, P.S. – Rajnagar, District – Madhubani

Bihar, Pin Code – 847235.

I affirm that particulars given above by me are true and I am solely responsible for its accuracy.

**Date: ………………**

**Place: New Delhi**

***(Shyama Charan Jha)***