

RESUME



PARITOSH KUMAR JHA

Address: - A-386, Shahid Sukhdev nagar, Wazairpur, Delhi 110052

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CAREER OBJECTIVE

To promote the goodwill of the company for better output through a disciplined, organized and progressive ways with my sincere hard work and utmost endeavors in the task entrusted to me.

ACADEMIC QUALIFICATOIN

- Intermediate(com) from B.S.E.B Board from Bihar in Year 2007,
- B.com. (A/C Hon's) from Marwari College, TMBU, Bhagalpur in 2010.
- Pursuing MBA(Finance) 2019 (1st year passed with 60.75% marks)

PROFESSIONAL QUALIFICATION

- Tally (ERP 9) and Busy
- MS Office 2007

WORK PROFILE

- GST – Migration, Filling, GST Input Reconciliation, calculation payable/Receivable, E-way Bill, Finalization of GSTR9 &GSTR9C.
- Computation/Deduction & Filling Return of TDS & issue of TDS Certificates
- Verify, allocate, post and reconcile accounts payable and receivable.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains general ledger by transferring subsidiary accounts, preparing a trial balance, and reconciling entries.
- Maintains Personal Accounts and Income Tax Return Preparing.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other statements.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Prepare Monthly Stock Statement to Submit in the Bank.

EXPERIENCE

- Worked as an Accountant in Sachin Varshney & Co. (Taxation and Accounts Consultancy firm), Kanhaiya Nagar , Delhi. For 3 Years and 5 Months.
- Worked as an Senior. Accountant In Anant Sourcing Management Pvt Ltd. **22, South Drive, Df Chhattarpur Farms, New Delhi 110074.**
- Working as an Sr. Accountant in Super Disco Ispat Pvt Ltd . W-Mall, Plot No.9/316 , Behind Kali Mandir , Rohini,Sec-3,Delhi. From Feb17 to Dec-20.
- Currently Working as Senior Accountant in COSMO INDIA PVT LTD (Manufacturing Unit), IMT, Manesar , Gurugram, Haryana. From Jan-21.

PERSONAL DETAILS:

- Father Name : Mr. Mithilesh Jha
- Date of Birth : 5 August 1990
- Nationality : Indian
- Marital Status : Married
- Languages Known. : English and Hindi
- Current Salary : 3.60 lacs per annum
- Expected Salary : 3.60 Lacs per annum or above.

DECLARATION:

I hereby declaration that all the above statement are true to best of my knowledge and belief, I also assure that I will be sincere to pursue the rule and term of employment.

Date:

(PARITOSH KUMAR)