

RESUME

Name : Adarsh Mohan Jha
Father's Name : Sri Rajeshwar Jha
DOB : 15.02.1992
Age (as on 15.02.2019) : 27 Years
Sex : Male
Nationality : Indian
Religion : Hindu
Cast : Brahman
Marital Status : Single



Academic Qualification:

Class	Board/University	Division	% of Marks	Year of Passing
B.Com(Hons.)	LNMU Darbhanga	1st	63%	2014
I.Com	BSEB, Patna	1st	60%	2011
Matriculation	BSEB, Patna	2nd	55%	2009

Computer Proficiency : Tally ERP.9 & Tally 7.2
Ace9 - Business Accounting Software
ERP
MS Office
Internet

Working Experience :

1. Presently working with M/S. Soni Rollers Pvt. Ltd. (CIN NO.U24134WB2007PTC113314) a Manufacturers of various Rubber & Rollers at 4, Princep Street, Kolkata-72 as an Accountant

Job responsibilities

Data Entry Accounts with Tally ERP.9 & ERP (Business Accounting Software)
Dealing with all Banking works including Bank Guarantee, Secured Loan, Unsecured Loan, Enhancement, adhoc etc.
Handling petty cash.
Handling of all income & expenses.
Handling day to day Accounting transactions along with J.V entries.
Handling Import & Export along with buyer's Credit payment.
Vendor payments & Vouchers.
Online Trading of Shares in demat account.
Exposure in finalisation of Accounts, Bank Reconciliation, Stock Reconciliation, Finance, Depreciation Deferred tax, Income Tax, TDS, GST, Profit & Loss A/c, Balance Sheet & Computation etc.

Past Experience :

2. Worked with M/s. TATANAGAR FINANCIAL SERVICES LTD at 109/38, HAZRA ROAD KOLKATA WB 700026 as accounts Assistant for 3 years.

Job responsibilities :

Handling day to day Accounting transactions.
Dealing with all Banking Work including online payments (NEFT, RTGS & FUND TRANSFER ETC...)

Payment/Return online of VAT, CST
Data entry accounts with Tally ERP 7.2 & ERP.9
Exposure in Finalisation of Accounts, Bank Reconciliation, Balance Sheet, Profit & Loss A/c
with Schedules

Language Known : English, Hindi, Bengali, Maithili

Address : C/O Ram Prasad Pal
150, Sastrinagar, P.O. Bara Bahera
Area – Konnagar, Dist: - Hooghly-712246.
Near- Vidya Mandir School

Contact : Email: - amohanjha@rediffmail.com
: - adarsh.one@hotmail.com

(M) 9073910917

Deceleration:-

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I shall be responsible if any of the above statements are incorrect at any stage in future.

Reference :

Date : 24.12.2019

Place : Kolkata

ADARSH MOHAN JHA