Dear Sir/Madam

Sub: Application for job in your esteemed organisation

I present myself as a newly Non qualified Chartered Accountant and a graduate in B.COM(HONS.) from University of Bhagalpur. I have been working with **Vishwa Group of Company from August 2016** to present as an Senior Account Manager. I have 3.5 years of experience during my Articleship. My attraction towards Finance, Accounts, Auditing and Taxation coupled with the desire to work in a challenging business environment, led me to apply in your organization.

I would aim at synergizing my sound academic background with my good communication & presentation skills and my work experience to contribute effectively to your organization.

A copy of my Resume is enclosed for your perusal. I would sincerely appreciate the chance to meet and explore the possibilities of being a part of your organization.

Thanking you,

Yours faithfully

SHAILESH KUMAR JHA

Enclosed: My C.V.

**SHAILESH KUMAR JHA**

**E-mail: skjha2184@gmail.com**

**Contact No - +91 9038627903,7980538614**

###### **CARRER OBJECTIVE**

To obtain a responsible and challenging position, in an organization where I can utilize my knowledge, skills and abilities for it and simultaneously offer myself professional growth while being innovative, resourceful and flexible.

###### **PROFESSIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMINATION** | **INSTITUTION** | **YEAR** | **% AGE** |
| IPCC Exam | The Institute of Chartered Accountants of India | Nov’ 12 | 53.75 |
| ICWAI | The Institute of Cost & Works Accountants of India | JUNE’12 | 54.00 |

###### **ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMINATION** | **BOARD / UNIVERSITY** | **YEAR** | **% AGE** |
| B.Com (Hons.) | T.M.U.BHAGALPUR | 2006 | 55.00 |
| Higher Secondary | B.I.E.C.PATNA | 2002 | 57.00 |
| Secondary | B.S.E.B. PATNA | 2000 | 52.20 |

###### **ASSIGNMENTS HANDLED**

* Handling Accounts of various private Companies and other entities.
* Internal Audit, Statutory Audit, Tax Audit, Physical Stock Audit along with report drafting.
* Concurrent Audit of Bank.
* Preparation of Audit plan & its execution.
* Tax planning, computation & e-filling of various entities.
* Online Filing of forms with Registrar of Companies, preparation of minutes and statutory register.
* Report discussions with clients and finalization.
* Working Knowledge of revised Schedule VI.
* **GST, Income Tax, TDS, , ROC ,.etc**

###### **WORKING EXPERIENCE**

1. Worked as Senior Account Manager in Vishwa Group of Company August 2016 to – continue).
2. Worked as Account Manager in Yash Mining Private Limited (Nov2015 to – August 2016).
3. Worked as Account Manager in Edzonex Technologies Private Limited (April 2012 – October 2015).
4. Worked as Articled Assistant at Rakesh K. Modi& Co. (Chartered Accountants) (Sept.2008-March2012).

###### **ARTICLESHIP TRAINING**

**Major Assignments undertaken:**

|  |  |
| --- | --- |
| ***Type of Audit*** | ***Client’s Name*** |
| Internal Audit | Cosmos Mercantile Private Limited |
| Pradeep Structural Development Private Limited |
| S Square Marketing Private Limited |
| SurajgarhImpex Private Limited |
| Statutory Audit | Basanti Devi Rice Mill Private Limited |
| Green Field Nutritious Private Limited |
| Tax Audit | Rajeshwari Energy Resources Private Limited |
| Garden Steel Limited |
| Anand Guinea Makers Private Limited |
| Concurrent Audit | UCO Bank |
| Allahabad Bank |

###### **COMPUTER PROFICIENCY**

* Conversant with MS-Office applications, Tally, Speed, ERP 9, xl accounts.
* Successfully completed 100 hours Compulsory Computer Training as per ICAI Curriculum.

###### **STRENGTH**

* Hardworking, Adaptability & Loyalty are my greatest asset.
* Ability to manage stress, time and people effectively.

###### **PERSONAL INFORMATION**

* Father’s name : Mr. Ashok Kumar Jha
* Communication Address : Rajendra Chattra Bhawan,34A ratuSarkar Lane, Kolkata-700073
* Permanent Address : Teacher’s Colony, Near Kaurna Rest House, Godda - 814133
* Date of Birth : 02th Jan, 1984
* Languages Proficiency : Hindi & English.
* Hobbies & Interest : Listening Songs, cooking & watching cricket.

The above information given is true and correct to the best of my belief.

(SHAILESH KUMAR JHA)

Date :