**CURRICULAM VITAE**

**Abhay Kumar Jha**

**Permanent Address**

Village.-Mahathawar

Post.-Pali

Block.-Ghanshyampur

Dist.- Bihar,

Bihar – 847427

Mobile: **+91 8827194947**

**E-mail**: abhayjha1893@gmail.com

*Rajkumarabhay1992@gmail.com*

***CARRIER OBJECTIVE***

A Dynamic professional with 3.6 years of experience of Accounts & Admin department. To work hard for the development of the Company for which I work and develop myself and grow with the Company.

***PROFESSIONAL SNAPSHOT***

* Graduate with success of over 4 years in the field of Accounts & HR Representative handling, Cashbook, Invoices entry, Making Out-standing report, Attendance & Paysheet Employees joining & other issue in a Construction Companies.
* Currently working with M/s Mantena Construction Pvt. Ltd. Bahuti Tunnel Project, Dist. Rewa Madhya Pradesh (**Water Resources Department, Madhya Pradesh**) From 05.12.16 to till date As Accountant cum HR

***CORE COMPETENCIES***

**Accounts**

* Independently looking after day to day Accounts activities like Daily Cash flow statement,Verified bills entry in tally, receipts & payment related bill entered in tally, .
* Preparation of Out-standing report of Supplier & Sub-contractor at the end of the Month.
* Auditing Accounts records.
* Preparation of Hired Machinery, Vehicles & Sub-contractor’s bill

**Admin**

* Preparation of Attendance sheet & Paysheet of Employee’s
* Joining Process of Employee’s at site
* Manage of Mess and Employee’s Living Accomodations
* Preparation of Leave record and leave Balance of Emp. As per Organisations rules
* Preparation of Employee’s Address Details & Accounts Details

***CAREER HIGHLIGHTS***

* **From Sep’2016 to Nov’2018 :**  Worked with Axis Bank Ltd**, (**Dumdum Kolkata, W.B) As Sales Officer.

|  |
| --- |
| ***EDUCATIONAL CREDENTIALS***   * B.Com. (Account Hons) from Lalit narayan mithila University Darbhanga Bihar   ***COMPUTER PROFICIENCY***   * M.S. Office (Word, Excel, Power Point) * Tally * Internet   ***PERSONAL INFORMATIONS***   * **Father’s Name** :Late Ganesh Jha * **Date of Birth** : 1th june1992 * **Marital Status** : Married * **Languages known** : Hindi, English, Maithili.   **CURRENT CTC** : Rs. 3 Lac per annum  Accommodation and mess free of cost.  **JOINING TIME REQUIRED** : One Month  **I hereby declare that above information is true to the best of my knowledge and belief.**  **PLACE : Govindgarh, Dist. Rewa Madhya Pradessh.**  **DATE : 17.07.2020 (Abhay Kumar Jha)** |