



JITENDRA KUMAR RAJ

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OBJECTIVE:

To become a most sought after Consultant in the field of Accounting, Auditing and Taxation. A challenging job well suited to my personality, enabling me to give best effort utilizing my knowledge & implementing it by observing and sustaining the Corporate pressure and growing in both Personality & Status

SUMMARY:

- ✓ Bank Reconciliation, Preparation of Sales and Purchase Invoices.
- ✓ Good understanding of business processes and workflow in the areas of Finance and Accounts.
- ✓ Detail oriented, quick learner, good listener with strong problem solving skills.
- ✓ Good communication, management and presentation skills.
- ✓ Good Knowledge in DT (income Tax) ,TDS and IDT i.e., Knowledge in GST.
- ✓ Excellent knowledge of Accounting Principles.
- ✓ Good knowledge in Systems and Applications.
- ✓ Preparation of P&L and BS.

AREAS OF EXPERTISE:

- ✓ General Ledger Entries & Audits.
- ✓ Data Entry, Receipts & invoices.
- ✓ Month end Reconciliation & Analysis.
- ✓ Reporting and Documentation.
- ✓ Financial Statements & Preparation.
- ✓ Taxation Related works.
- ✓ Microsoft Office proficient.
- ✓ Handling clients.

PROFESSIONAL EXPERIENCE:

- ✓ Working as a Accounts and Audit Assistant in **M Dalmia & Co.**(Chartered Accountant), Patna , May 2019 to Till Date.

TECHNICAL SKILLS:

Operating Systems : Windows 2003/07/08, Windows XP.
Packages : MS Office, Tally ERP9.0,I-Tax, Fast TDS.

ACADEMIC QUALIFICATION:

- ✓ **B.Com** (Accounts) from **Magadh University**,Bodh Gaya, Bihar .
- ✓ **DCA** from IICT Patna Bihar.
- ✓ Completed **Accounts Assistant** Course From **BFSI**(PMKVY)

Principal accountabilities:

- ✓ General Ledger Accounting.
- ✓ Financial Statement Analysis.
- ✓ Scrutiny of general ledger and ensuring that all the audit requirements are met and compliment to required standards.
- ✓ Filing of income tax GST Tax Returns and TDS Returns.
- ✓ Fully Accounts Preparations of Company's Book
- ✓ Preparation of Account Statements & Audit Reports using MS-Excel and MS-Word.
- ✓ Preparing Salary of all the Employees of the Company (payroll).
- ✓ Bank Reconciliation Statement (Banking).
- ✓

Declaration

I herby declare that the information furnished above is true to the best of my knowledge.

Place : Patna

Date :

Jitendra Kumar Raj

(Signature)