

Ashutosh Kumar Jha

Permanent Address:

E-205, Inder Enclave Ph-2

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New Delhi

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Contact No. :

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Personal Data:

Father's Name : Ram Kumar Jha

Date of Birth : 20-August-1997

Marital status : Single

Nationality : Indian

Religion : Hindu

Sex : Male

Hobbies & Interests

- Listening music
- Internet Surfing

Languages Known

- Hindi
- English

CURRICULAM VITAE

OBJECTIVE

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully, realize my potential and at the same time to grow along with the company.

PROFESSIONAL WORK EXPERIENCE:-

Areas of Responsibility & brief description*

Ambani & Associates LLP (CA Firm) (07 August 2017 to 28th December, 2019) (Account Assistant)

- Client data maintain in Tally Erp9 & MS Excel.
- Client Books and Bank Reconciliation.
- GSTR-3B and GST-R1 data Maintain in MS Excel.
- E-filling GSTR-3B and GST-R1 monthly and Quarterly
- GST Reconciliation between GSTR 1, GSTR 3B and Tally data.
- GST Reconciliation between GSTR 2(ITC) and Tally data.
- Physical Stock Audit out of Delhi.
- Assistance of Senior Auditor in Audit work.
- TDS Entries.
- TDS Reconciliation with 26AS.
- Deposit of TDS Challans.

Bharat Fittings & Valve (22nd February, 2020 to till now)

- Bank Reconciliation
- Maintaining of Payment Details.
- Filing of GST Returns (GSTR1 and GSTR3B).
- GST Reconciliation between GSTR 1, GSTR 3B and Tally data.
- GST Reconciliation between GSTR 2(ITC) and Tally data.
- Sales and Purchase Entries.
- Reconciliation of parties' ledger.
- Deposit of TDS Challans.

ACADEMIC QUALIFICATIONS: -

- Pursuing of Post-Graduation (M.com) from IGNOU.
- Completed of Graduation (B.com) from Delhi university.
- Passed 12th from C.B.S.E Board Delhi in since 2015.
- Passed 10th from C.B.S.E Board Delhi in since 2013.

PROFESSIONAL QUALIFICATIONS: -

- Tally Erp9 +Tally 7.2 and Busy Accounting Software

Declaration

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Ashutosh Kumar Jha

Date: -

Place: - DELHI

Signature