

Prakash Jha

Contact Information:

Address:

H.No. 204, Village Karterpuri Palam
Vihar, Near Hanuman Mandir.,
Gurgaon, HARYANA
contact -07531087974,8826320955.

Email:

prakashon95@gmail.com

Personal Data:

Date of Birth : 5th, March, 1995.

Father's Name: Sh. Dhruv Kant Jha

Occupation : Retd from Pvt Firm.

Mother's Name: Smt. Rani Devi

Occupation : HOUSE WIFE

Sex : Male

Nationality : Indian

Marital Status: Unmarried

Languages

Known : English & Hindi

Hobbies : Travelling
Sports
Listening to
Music .

Objective

To be an Innovating Personnel forming an Integral part of the organization that have potential for rapid growth in International market, An organization with excellent, versatile work culture where every morning comes up with new challenges and opportunities waiting for me.

Academic Qualification

- 1) 10th passed with Bihar Board Patna.-2010-(60%)
- 2) 10+2 passed with Bihar Board Patna. -2012-(58.80%)
- 3) B.com passed with L.M.N.U. Darbhanga.-2015-(66.75%).

Experience

- 1) 1 Years of experience with C.A. Firm.
- 2) 2 Years of experience with Account Assistance.
- 3) 1 Years of experience with Powergen Automation Gurgaon as a Accountant in Purchase department.

Presently working with Powergen Automation. as a Accountant from Feb'2016.

Skills Attained

Purchase

- 1) Book Keeping.
All Books of entry. Example:-Sales Entry, Purchase Entry, Journal Entries.
- 2) Prepare Cost Sheet, Prepare Gst Related Sheet.
- 3) Responsible For Monthly Purchase Plan Through Busy & Tally (Mrp) & MIS.
- 4) Maintain Of The Cost Sheets Of A,B Class Of Old & new materials.
- 5) Stock Maintain.
- 6) Development Of New Vendors & Up gradation Of Old Vendors.
- 7) Issue Purchase Orders & Service orders Through Sap And Mail To Vendors.
- 8) Bank Reconciliation Statement.
- 9) Follow up Payment And Receipts Details.
- 10) Maintain Vendor Account.

Purchase & Vendor development.

- 1) Replacement of Dealers/Distributors by introducing Manufacturers for A & B Class items.
- 2) Taking More Benefits by Revising the Discount with the Existing Suppliers.
- 3) Introducing New Technology & Cost Effective products in the Company.
- 4) Preserve a better Relationship between Vendors & our company.
- 5) Development Of New Vendors & Up gradation Of Old Vendors.

Production & Planning.

- 1) Planning of material for switchgear components .
- 2) Responsible for the weekly run of mrp(material requirement planning) through Busy.
- 3) Responsible for stock maintenance wip.
- 4) Responsible for releasing production order and their timely completion.
- 5) Responsible For Inventory Control.
- 6) Proficiency in Busy & Tally (pp module).

Current Ctc- 2.40 Lacs

Expected Ctc- Negotiable.

Competencies:

Strengths:-

- 1 Fast learner, Adapt well to changes and pressures in workplace.
- 2 Work effectively with diverse groups of people.
- 3 Dedication and willingness to walk the extra mile to achieve excellence.

Declaration:

I hereby declare that the information furnished above is true to the best of my Knowledge.

Prakash Jha

Date:

(Signature)