

**GAURAV KUMAR**

**(CMA) COST & MANAGEMENT ACCOUNTANT**

**PROFESSIONAL EXPERIENCE OF OVER 9 YEARS**

**Mob: -7667170989/8873829882**

**EMAIL: -cmagauravjha@gmail.com**

**Sector-5/A, Qtr. No -1001, Bokaro Steel City-827006 (Jharkhand)**

**CAREER OBJECTIVE**

Seeking a challenging, growth -oriented experience where my extensive knowledge, skills, education, and varied abilities will be used effectively to achieve rewarding and long-term growth opportunities. To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as the growth of the company.

**PROFESSIONAL SYNOPSIS**

**CMA from INSTITUTE OF COST ACCOUNTANT OF INDIA (KOLKATA).**

- 9 years' experience in Accounts, Taxation, Project and Job Costing, Budgeting, Auditing, Administration & Operation Management, forecasting and other financial reporting.
- Implementation of Internal control measures and periodic monitoring of the same to identify any deviations which needs attention.

**EMPLOYMENT SCAN**

**THE SINGH GROUP. (CONSTRUCTION AND HOSPITALITY INDUSTRY)**  
**B-23. CITY CENTRE, SECTOR-4, BOKARO STEEL CITY-827004(JHARKHAND)**

❖ **MANAGER-ACCOUNTS/TAXATION (Currently Working)**  
**(FROM April 2018 to Till Dated)**

**Accountabilities/ Responsibilities**

- Fulfilling Statutory Compliances - Income Tax, TDS, & GST, Computing & arranging for timely deposit of taxes, filing of returns for timely completion and ensuring Statutory Compliance.
- Preparing Financial Statement and audit reports with a view to highlight the shortcomings and implementing necessary recommendations made by auditors.
- Scrutiny of ledgers, debtors & creditors reconciliation, sales reconciliation, verification of BRS and Bank/ Cash Balance
- Evaluating the internal control systems with a view to highlight shortcomings, Implementing recommendations made by Internal Auditors
- Evaluating internal control systems / procedures, preparing audit reports with a view to highlight the shortcomings and implementing necessary recommendations.
- Managed process for all tax notices, alleviating exposure to penalties and interest.
- Preparation of Cost sheet and Budgeting. Assisting in budget preparation and expense management programs

**AVIRAJ CONSTRUCTION PVT LIMITED**  
**B-23, CITY CENTRE, SECTOR-4, BOKARO STEEL CITY**  
**JHARKHAND-827004**

❖ **EXECUTIVE ACCOUNTS**  
**(From Dec-2014 to March 2018)**

**Accountabilities/ Responsibilities**

- Handling the Compliance procedures of TDS, GST and Income Tax, Computing and filing return on time as per Laws and as per Statutory Compliance / Regulations.
- Drafting of Statement of Profit & Loss and Balance Sheet.
- Good Exposure of Existing Taxation (Sales Tax, VAT, Service Tax)
- Well in knowledge of TALLY ERP, i.e Tally Accounting, and other utility software.
- Bank Reconciliation, Vendor payment, deduction and return filing of Income Tax.
- Exposure, assistance and working interaction in conducting Internal Audit.
- Preparation of Cost sheet and Budgeting.
- Receivable and payable management
- Maintaining Books of Accounts (Ledger, Cash Book etc)

**HINDUSTAN STEELWORKS CONSTRUCTION LIMITED (HSCL)**  
**BOKARO SATEEL CITY (JHARKHAND)**

❖ **ASSISTANT ACCOUNTANT**  
**(From Aug-2011 to July 2014)**

**Accountabilities/ Responsibilities**

- Day to day maintenance of books of accounts using Tally ERP software.
- Booking of Journal Vouchers, Accounts payable, Accounts receivable.
- Drafting of Statement of Profit & Loss and Balance Sheet.
- Computation of Depreciation Chart as per new company act.
- Preparation of Cash flow Statement.
- Preparation of Reconciliations (Bank Reconciliation Statement)
- Review of Stock calculation
- Preparing Receipt & Payment Account

**ACEDMIC QUALIFICATION**

- **B.COM** :- CITY COLLEGE, BOKARO from V.B.U in 2010 with 1<sup>st</sup> class
- **INTER (12<sup>TH</sup>)** :- S.V.M, BOKARO from C.B.S.E in 2007 with 1<sup>st</sup> class
- **TENTH (10<sup>TH</sup>)** :- S.V.M, BOKARO from C.B.S.E in 2005 with 1<sup>st</sup> class

**PERSONAL & OTHER DETAILS**

- **DATE OF BIRTH** :- 02/06/1990
- **PERMANENT ADDRESS** :- Village –Majhoura, Post-Chanoura Ganj, Dis-Madhubani  
P.S- Jhanjharpur-847404 (Bihar)
- **FATHER NAME** :- Madan Mohan Jha
- **MARITAL STATUS** :- Unmarried
- **LANGUAGES KNOWN** :- English, Hindi, Maithali