



Resume

Chandan Kumar Jha

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Career Objective:

To work sincerely and honestly to the best of my ability and potential to contribute to overall growth of the organization in order to achieve success in profession.

Work Experience:

S. No.	Name of Organization	Period	Designation
1.	G.K. Surekha & Co. (Chartered Accountant)	Feb-12 to Mar-13	Account Assistant
2.	EAST INDIA TRANSPORT AGENCY	Feb-14 to Oct-16	Account Assistant
3.	LOGISYS INDIA LTD. (GOODS TANSPORT SERVICE)	Feb -16 To Mar-22	Sr. Account Assistant
4.	RCPL LOGISTICS PVT LTD	March- 22	Sr. Account Assistant

Work Responsibility:

1. G.K.Surekha & Co. (Chartered Accountant)

- Routine Voucher Entries on Daily Basis
- Bank Reconciliation

2. East India Transport Agency.

- Maintenance of Cash Book & Books of Accounts of Circle Branches
- Routine Voucher Entries on Daily Basis
- Bank Reconciliations
- Routine Voucher Entries on Daily Basis
- Ledger Scrutiny

3. Logisys India Ltd.(Goods Transport service)

- Maintenance of Cash Book & Books of Accounts of Regional Branches
- Online Fund Transfers to Branches & Payment to Parties
- Maintenance of cash in Hand
- Bank Reconciliations
- Routine Voucher Entries on Daily Basis
- Ledger Scrutiny
- Year End Inter Branch & Party Reconciliations
- GST reconciliation and TDS reconciliation (Adjustment entry)

4. Rcpl logistics pvt ltd

- Branches Cash Report
- Bank Reconciliations
- Vender Reconciliations
- GST reconciliation

Qualification:-

S. No.	Qualification	Year	From
1.	High School	2008	B.S.E.B. Board (Darbhanga)
2.	Intermediate	2010	B.S.E.B. Board (Darbhanga)
3.	Bachelor of Commerce	2013	L.N.M.U. Darbhanga University
4.	Computer Diploma (MS -OFFICE, TALLY ERP 9)	2014	NIFA Delhi

Computer & IT Knowledge:-

- Knowledge of Working of Different Accounting Software i.e; TALLY & Other Customized Software.
- Knowledge of Advance MS-Office i.e; V-lookup, Pivot Table etc.
- Good Knowledge of Basic Computer & MS-Office.

Personality Traits:-

- Quick Learning, Adaptability.
- Positive Attitude to Accept New Challenges.
- Work in Team or Independent.
- Hard Working and Sincere for Work.

Hobbies:-

- Listening Music
- Surfing New Things
- Reading Newspapers
- Movies

Personal Details:-

Father's Name : Shri Hari Narayan Jha
Date of Birth : 06th May 1993
Marital Status : Married
Permanent Address : Vill Basuham, P.O. Behera, Distt. Darbhanga Bihar

Declaration:-

- ❖ I hereby declare the above mention details are true to the best of my knowledge and belief.

Date:

Place:

Chandan Kumar Jha