

RAJA KUMAR SAH

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Objective:

Looking for senior level position as an Accounts & Finance & Taxations Executive to contribute to the company's growth with my interpersonal skills and subject knowledge.

Educational Background:

- ❖ B.Com Graduate From LNMU University Darbhanga In Year 2017
- ❖ Higher Secondary Passed From M.B.D College Darbhanga In Year 2014
- ❖ High School From C.K.N High School Singhwara In Year 2012

Professional Qualification:

- ❖ CA-Inter From The Institute Of Chartered Accountants Of India (Nov-2018)

Personal Qualities:

- Keen observer
- Quick Learner
- Loyal towards work and duties
- Good communication skills

Hobbies:

- Cooking
- Listening music

Personal Details:

Date of birth: 24-03-1996

Languages Known: Maithili, Hindi and English

Address:- 4089, Gali No.3, Jagjivan Niwas, Regarpura, Karol-Bagh, New Delhi-110005

Marital Status: Un-Married

Key Skills:

- Expertise in working with MS Office
- Experience of working on Tally ERP 9.0
- Experience of working on Google Sheet
- Ability to provide excellent customer service

Employer Where I Work (5 Years)

- Worked in **Anant & co.** (CA Firm) from Jun-2017 to Apr-2019
- Worked in **Garage Productions Pvt Ltd** from May-2019 to Jun-2020
- Presently working in **Pooja Logistics Pvt Ltd** from jun-2020 to till now.

Key Responsibilities Handled (Garage Productions Pvt Ltd)

- Enter position of purchase, sales, payment, receipt collection and journal voucher.
- Verification of bills & reconciliation of total turnover.
- Bank, debtors & creditors Reconciliation.
- Day to day cash and bank transactions.
- Preparing outstanding list of debtors & making payment follow-up.
- Preparing of Tax invoice
- Sales & Purchase total reconciliation of accounts of GST
- Filling of GST Returns And Income Tax Returns
- Reconciliation of ledger
- Making TDS Payments and Reconciliation of TDS and Filling of TDS Return
- Maintain Salary register in MS-Excel.
- Making all types of Adjustment Entry.
- Vendors Payment Through Cheque/NEFT/RTGS/Net Banking.
- Finalization of Accounts at Year Ending.

Key Responsibilities Handled (In Pooja Logistics Pvt Ltd)

- Coordinating with clients/Vendors for reconciliation of accounts and collection of documents.

- Preparing of Tax invoice/Dr Note/Cr Note
- Making payments to suppliers and ensuring receipts from customers through Cheque/NEFT/RTGS/Net Banking.
- Payment and filling TDS Returns 24Q & 26Q.
- Reconciliation of GSTR2A and Filling GSTR1 & GSTR3B Return.
- Generation of E-Way Bill.
- Payment of Advance Tax.
- Monthly Payment and Return of EPF & ESI.
- Recording sales and purchase transactions in Tally ERP 9.0.
- Bank Reconciliation and Loan Reconciliation
- Finalization of Accounts and preparing financial Statements viz Balance Sheet and P&L.
- Handling all other work related to accounts.

Date:

Raja Kumar Sah