

CARRICULUM VITAE

PHUL KUMAR JHA

K-208, JAHANGIR PURI

DELHI-110033

E-mail- Phulkumarjha@gmail.com

Mo No: - 8860444079,

CAREER OBJECT

To enter the professional scenario & acquire maximum exposure & expertise in my field of work ensuring the team success .My key strength is my interactivity, ability to produce results within the stipulated time frame and inquisitiveness to learn new things.

EDUCATIONAL QUALIFICATION:-

▪ **Professional :-**

Completed certified course in financial accounting (Tally) through knowledge of MS – Word, MS – Excel, Internet Explorer, Tally 7.2, Tally 9.0, Tally Erp 9, Tally Prime , accounting software. Latest Version E-invoicing

▪ **Matric (10th Board) :-** BSEB Patna Bihar 1999 (A) % Marks 44%

▪ **Intermediate (12th Intercouncil) :-** BIEC Patna From (1999 to 2001) % Marks 45%

▪ **Graduation :-**

B.COM. Graduate in L.N.M.U University Darbhanga (Bihar) From (2001 to 2004) % Marks 52%

WORK EXPERIENCE :-

▪ **Current Working. :-**

Devdutt Exports Bharat Private Limited : Delhi
Designation : as an accounts assistant manager (Accountant)
Duration : 12th May. 2022, to Till dated.

▪ **Previous Working. :-**

Vidya Sagar Foods Pvt.Ltd. (FRUTINS) : Delhi
Designation : as an accountant (head) .
Duration : 10th June. 2012, to April.2022

▪ **Previous Working. :-**

M-set Scaffoldings pvt.ltd. : Delhi
Designation : as an accountant.
Duration : 5th Oct. 2006, to May.2012

- Computerized Accounting through of Tally Prime latest version all accounts related accounting works.
- Sale Invoice bill , e-way bill e-invoice bill , purchase journal entry, issue debit note credit note , issue challan , rejected note,
- GST Returns, Monthly, preparation GST -R1, GST -3B, GST- R2A, Monthly , time to time preparation and as per company books tally data and as per online GST porter R-2B , R2A , Sale invoice e-invoicing bill and purchase bill debit note credit note .
- Tds tcs monthly preparation tax summary all section wise monthly tax deposit time to time and quarterly returns summary time to time. And as per company books tally data and as per income tax books online porter 26as and AIS ,TIS, Reconciliation of TDS TCS cash and bank interest advance tax self assessment tax on line income tax porter .

- Monthly reconciliation online GST porter cash ledger and credit ledger .
- Documentation of day books and Ledger Maintenance, Cash book.
- Maintenance, Preparation of different types of voucher and posting in Tally. Tally all version , Tally Prime latest version.
- Maintenance, Cash book writing, Trial Balance etc.
- Different types of reconciliation Work like Bank reconciliation.
- Debtors & Creditors Reconciliation, Stock reconciliation stocks consume inventory monition.
- Making different types of MIS as per directed by the company
- Drafting of Financial Statement (B/S, P&L A/c).
- Banking jobs & others regular responsibilities.
- Conducted internal audits, statutory audits , tax audits, GST audits,
- Preparation and payments vender through RTGS /NEFT /IMPS/ cheques.
- Analysis debtors creditors ageing , bill wise payment recovery period and balance confirmation procedures.
- Listings of all audit staff and auditors (CA) time to time on accounts and taxation matters.
- Prepare and maintenance of stock records to trace the inward/outward movements of goods, conducting stocks, verification reconciliation at regular intervals.
- Previous working Knowledge of Sales Tax, Vat, CST. GST FBT EXCISE ,
- Preparation of VAT Return, TDS Retune.
- Preparation of D vat, 51, D vat 30 & D vat 31, c form ,F form, H FORM , manufacturing & individual & trading, Import and Export

PERSONAL DETAILS :-

Father's Name : Sh. Amrendra Jha
Date of Birth : 5th Oct. 1983
Sex : Male.
Marital Status : Married.
Language Known : Hindi, English, Maithili.
Nationality : Indian.

Address :-

Village post: - : Bhith bhagwan pur.
Via : Madhepur.
District : Madhubani
State : (Bihar)
Pin code : 847408

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date:

PHUL KUMAR JHA .

Place:-----

(Signature of Candidate)