

CURRICULAM VITAE

NEERAJ KUMAR JHA
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,chhatarpur,new delhi-110068

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Objective:

An accomplished professional seeking a post that offers a chance to use my knowledge of professional skills and wide business experiences which can positively impact the organization productivity and growth.

Strength:

- ❖ A result-oriented professional with over 8 -years' experience in the Accounting and in financial sector with an ability to take challenge & perform in changing work environments.
- ❖ Very good command on Tally and MS Excel.
- ❖ Excellent written & verbal communication skills.
- ❖ Good analytical and interpretational skills.
- ❖ Ability to handle workload.
- ❖ Flexible in understanding new concepts.

Computer Skills:

Proficient in Accounting Package like Tally (Tally ERP 9, Tally) and Computer Package like Excel, M.S. Word.

Work Experience:

Worked with M/s. xpert tax. as an Accountant from May 2017 to August, 2019.

Worked with **SAI CARGO FREIGHT FORWARDERS PVT.LTD.** as an accounts executive from August 2019 to dec -2024.

Working with GRAAS WAREHOUSING CORPORATION as an project Accountant jan-2024 to till date .

Job Profile: -

- ❖ All Purchase, Sales, Bank & Journal entry in books.
- ❖ Calling to clients for timely send of documents for book writing
- ❖ Providing timely & accurately financial reporting to the management.
- ❖ Scrutiny of all ledger on monthly & quarterly basis.
- ❖ Preparing data for GSTN and TDS on monthly or quarterly basis.

Job Profile: -

- ❖ Proper checking of all Invoices and Vouchers.
- ❖ Making Proper entry in tally.
- ❖ All Bank related work and Bank Reconciliation.
- ❖ Reconciliation of party account & issuing payment on time.
- ❖ Making Salary Sheet on monthly basis.
- ❖ Monitor and record company expenses.
- ❖ Coordination With CA,

Educational Qualification:

- ❖ Graduation From Lalit Narayan Mithila University Bihar 2016.
- ❖ 10+2 From Bihar School Examination Board, Patna, in 2013.
- ❖ 10th From Bihar School Examination Board, Patna in 2011.

Hobbies: Playing Cricket.

Salary Expected: Negotiable.

Personal Details:

Father's Name:	Shri. Ghananand jha
Date of Birth:	05/01/1994
Marital Status:	Unmarried
Nationality:	Indian
Languages Known:	Hindi, English, Maithily

Date: ... / ... /

Place: New Delhi.

(Neeraj kr.jha)