

CURRICULUM-VITAE

ASHU JHA

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Delhi-110089.

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OBJECTIVE

- ❖ 3+ years' experience in Accounts and taxation field. I do verification of ledger and pass all the company outlets expenses as well follow up the vendor's receivable & Payable work, as well I've done till finalized of books of account. I'm very confident about work always but still always hungry to learn the new things and adopt which helps me to gain my knowledge and personal development.

EDUCATION

- ❖ B. Com (Commerce) From IGNOU in 2021.
- ❖ Intermediate from NIOS in 2018.
- ❖ High School from UP Board in 2015.

EXPERIENCE

IRIS HR SOLUTIONS PVT LTD: - as Accounts Executive from Oct'21 to May'22.

- **JOB RESPONSIBILITIES:** IRIS HR SOLUTIONS PVT LTD is a consultancy Company. In this Company I used to work as an Accounts executive and my major work of part is finalized books of account and Prepare MIS Sheet on monthly basis and prepare financial Statement.

C A G & ASSOCIATES: - as Accounts Executive from Sep'18 to Aug'21.

- **JOB RESPONSIBILITIES:** - C A G & ASSOCATES is a consultancy firm. In this firm I used to work as a Accounts executive and my major work of part was that following up with the more 40+ clients regarding payments and managing their accounts work on daily basis and used to file their GST returns.
- In this firm I've prepare more than 200+ invoices on Monthly basis of sale and purchase and keep following up with the invoice till the amount received from customers. Behalf of our customer we had to do reconciliation of Invoice through their vendors.
- I used to work on Tally Prime Gold software and busy software and used to create Dr./Cr. Note by using this software behalf of our customer.
- Bank reconciliation, Accounting scrutiny and Finalized books of account and prepare financial Statement and more over formalities I used to do over there.
- Handling Client queries regarding payments/Gst and Taxes, we used to do behalf of them.
- Have work done on Income tax return and Tds return.

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SKILLS

- MS OFFICE & Word & Excel as well 35 word per minute typing speed.
- Tally ERP 9.0 and Busy

PERSONAL INFORMATION

- ❖ **Father Name** :- Late Shri Harikant Jha
- ❖ **DOB** :- 13-10-1999
- ❖ **Hobbies** :- Music, Travelling
- ❖ **Marital status** :- Single
- ❖ **Nationality** :- Indian
- ❖ **Gender** :- Male
- ❖ **Language** :- Hindi | English

DECLARATION

I hereby declare that the above given information is true to the best of my knowledge.