**CURRICULUM VITAE**

**RANJAN KUMAR JHA**

**H. No. 2047/21, Street No 58E Email – rajanrazz54@gmail.com.**

**Molar band Extn., Badarpur New Delhi -110044 Contact No. 7011573863 , 9971220191**

**CAREER OBJECTIVE:**

To be a part of the challenging in surly I can add value to my professional qualification. I see myself as a command team member with approach and wiliness to team to learn new technologies.

**PROFESSIONAL EXPERIENCE: -**

**Current Organizational Experience in Advira Technomanagement Pvt. Ltd. as Sr. Account & Finance Executives from July 19 to Till Now.**

**Responsibilities handled *(As Accounts Manager)*:**

**Pharmaceuticals, Agriculture & Information Technology company**

* Manage Accounts team in this organization.
* Reconciliation & Filling of Goods & Service Tax (GST), Annual Return (GSTR-9) & preparation of GST Sheet (GSTR-3B & GSTR-1) for Every Month.
* Bank Reconciliation GSTR 2A Reconciliation & TDS Reconciliation.
* Preparation & Filling of Corporate Tax & Individual & Advance Tax for Every Year & Quarterly Basis.
* Filling & Payment of TDS return for Every Quarter & on Monthly Basis.
* Preparation of Budget Report, MIS & Cost Sheet for Every Month.
* Making Sheet of Payroll & Processed Salary of all employees & Creditor.
* Filling Annual Return -ROC & Director KYC (DIR-3) of Company on annual Basis.
* Preparation & Reconciliation of intercompany transaction.
* Handling Management Report, Tax Audit Report & Statutory Audit Report for Company.
* Finalizing Balance Sheet of company.

**Previous Organizational Experience in Delmos Aviation Pvt. Ltd. As Account & Finance Executives from Dec 2017 to June 19.**

**Responsibilities handled *(As Sr. Accounts Executive)***

* \*\* To maintain co-ordination between related department. Monitoring preparation of statements including Client Outstanding, Account Receivable / Payable, General Ledger, Receivable Management on monthly Basis & finalization of balance sheet of company.
* \*\* Reconciliation & Filling of Goods & Service Tax (GST), & preparation of GST Sheet (GSTR-3B & GSTR-1) for Every Month.
* \*\*Filling & Payment of TDS return for Every Quarter & on Monthly Basis.

**Previous Organizational Experience in Sandeep Ramesh Gupta & Company 17/31 Malviya Nagar New Delhi 110017. Accountant using Tally 9.0 from April 2013 to Dec 2017**.

**Job Responsibility at Sandeep Ramesh Gupta & Company:**

**Responsibilities handled *(Internship)*:**

* Assisting in Statutory, Internal, Tax & Management Audit of various Govt. & Private organizations .
* Preparing financial statements like Cash/Bank trial, Cash Flow & Funds Flow statements and Final Accounts.
* Computation and Preparation of Income Tax returns of Individuals, Firms & Companies
* Preparation and e-filing of TDS statement.

**Responsibilities handled *(As Audit Executive)*:**

* Planning and executing in Statutory, Internal, Tax & Management Audit of various Govt. & Private organizations.
* Preparation of Final Accounts & CMA data for financing of clients.
* Preparation of Projected accounts of clients for advance tax filing.

**KEY SKILLS :-**

* knowledge of Goods & Service Tax, Income Tax, Banking, Loan Approval, Tally, and ERP Based Accounting Software, SAP, Advance Microsoft Excel, MIS, Cash Management, Finance Management, ROC.

**PROFESSIONAL QUALIFICATIONS:-**

* CA-Inter From ICAI, Delhi.
* C.P.T from ICAI, Delhi.
* B.COM from DU, Delhi.
* 12th from C.B.S.E, Delhi. Board.
* 10th from C.B.S.E, Delhi. Board.

**PROFESSIONAL CERTIFICATES:-**

* Diploma in Computer Accounting (ITT) from Institute Of Chartered Accountant of India Delhi.
* Diploma in Computer Fundamentals, MS Office and Internet under Information and Communication Technology (ICT), from Bhardwaj Institute New Delhi.
* Diploma in Tally under Information and Communication Technology (OP), from Institute of Chartered Accountant of India. New Delhi.

**COMPUTER LITERACY: -**

* Competency in running Tally 9.0. ERP.
* SAP accounting software.
* MS Office. (Advance MS-Excel, Pivot-Table, Pivot Chart, Sumifs, MS-Word, Tally ERP 9.0)

**PERSONAL DETAILS: -**

**Father’s Name**  : Sh. Santosh Jha**.**

**Date of Birth** : 06th July 1996

**Gender** : Male

**Nationality** : Indian

**Religion** : Hindu

**Marital Status** : Unmarried

**Language Known** : Hindi & English.

**DECLARATION:-**

* I hereby declare that all the information furnished is correct as far as my knowledge.

**Date…………….**

**Place…………… (RANJAN)**