CURRICULUM VITAE

**ASHISH NARAYAN JHA**

Add:- 1101, DDA flats, Loknayak puram, Bakkarwala, Delhi-110041

Ph : 8800789417

Email ID–[jhaashishmalayanjha@gmail.com](mailto:jhaashishmalayanjha@gmail.com)

**OBJECTIVE:**

Skilled accounting professional with 6+ years of experience. Currently working towards obtaining **RAVI GROUP OF COMPANIES** Strong understanding of all aspects accounting and financialmanagement. Proven ability to manage multiple assignments while meeting fight deadline schedules. Process reputation as a self-directed professional with excellent problemsolving, analytical and communication skill.

Proven track record of performing work in an ethical manner while consistently maintaining the integrity of all financial data. Specialized expertise in grant accounting for the non-profit sector. Strong relationship-building and effective collaboration with management, coworkers, vendors and clients.

**QUALIFICATION:**

* 10th Passed from Bihar Board.
* 12th Passed from Bihar Board.
* B. Com from Magadh University.
* Account Management from ICA.
* Appearing MBA from AJP Abdul Kalam Technical University.

**AREAS OF EXPERTISE:**

* + Complex Expenses Reporting & Reconciliation
  + Accounts Payable & Accounts Receivable
  + Vendors Relations & Customers Services
  + Financial Statement & Preparation
  + General Ledger Entries & Audits
  + Data Entry, Receipts & Invoice
  + Month-end Reconciliations & Analysis
  + Reporting & Documentations
  + Microsoft Office Proficient and Accounting Software (Tally & Busy)
  + Balance Sheet, Profit & Loss A/c and Trial Balance Preparation
  + Export Documents Preparation
  + ESI And PF Preparation & Filling
  + GST Returns, GST Audit Preparation
  + Income Tax Return, TDS Returns and TCS Return Preparation
  + Inventories Management and Fund Management Reporting

**PROFESSIONAL EXPERIENCE:**

* + - **Shiva And Bharat Chemical** (Senior Account Management) (August -2016)
    - **MR Distributions** (Senior Account Management) (November -2018)

# RM Alloys PVT. LTD. (Account Management) (May-2020) INTECH ENGINEERS (Senior Accountant ) ( M ar c h - 2022)

**C ur r e nt Wo r ki ng R av i g r o up o f c o mp a nie s ( A ug us t - 2 0 2 2 )**

* + - Prepare, review and submit annual, budget for all stem organization
    - Manage grant accounting activities; monitor prepare and submit reports of all financial activity to various grant donors and sponsorship programs; total annual funding. Track incoming fund and prepare monthly spreadsheet of income statements verse outgoing expenses.
    - Audit filed managers’ expenses and adjusted for all allowable reimbursements accounting to the guidelines as set by the all-experience company; analyze expense report and provide recommendation on cost reduction practices educate and train filed managers on expense tracking, allowable expense reimbursements and submission guidelines.
    - Support program managers and directors with accounting functions, including expenses, invoice and billing issues; provide additional assistance in contacting vendors in response
    - Enter general ledger data, ensuring correct coding of payment are accurate in the system.
    - Prepare Journal entries, working on accounting software and departments analysis for quarterly and year-end audits.
    - Participate in accurate and timely and monthly closes for multiple sales; closing producers include bank statement reconciliations, revenue analysis, reconciliation of general ledger accounts and preparation for financial statement; prepare, review and reconciled balance sheet.
    - Prepare GST returns with computations and ITC, TDS or
    - TCS reconciled with supporting accounting software or Excel.
    - Enter financial data into Finance edge software program, utilized database, spreadsheet and templets.
    - Built and format reports in Excel imported revenue reports and other financial data, profred for accuracy and integrity of data.

**HOBBIES:**

* + - * IT & Study

**PERSONAL DETAILS:**

Father’s Name : Mr. Lalit Narayan Jha

Date of Birth : 22/06/1997

Nationality : Indian

Religion : Hindu

Gender : Male

Marital Status : Unmarried

Languages Known : English & Hindi

Place:

New Delhi (Ashish Narayan Jha)