# CURRICULUM VITAE

**SHWETA JHA**

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# OBJECTIVE

* To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

# EXPERIENCE

* Grid Line Exim Pvt. Ltd. (India) Accounts Assistant (18/10/2021 – Present).
* Wadhwa & Co. Accounts Executive

# Roles & Responsibilities

* Invoicing Tally
* Creating vendor and modifications.
* Responsible for daily reporting for vendor management.
* Knowledge of maconomy, service now and vendor portal tool.
* Coordinating with clients/business counter partners for query resolution.

# EDUCATION

* CBSE BOARD **10th** (2013)
* CBSE BOARD **12th** (2015)
* SCHOOL OF OPEN LEARNING (DU) **B.com** (2018)
* IGNOU UNIVERSITY **M.com** (2021)
* PMKVY **Domestic Data Entry Course** (2019)

# SKILLS

* Ms Office,
* Tally Erp 9 all version and release Word, Excel, Advance excel Computer basic knowledge.
* Executing day-to-day operations (Vendor Master Management, Invoice Management, Helpdesk Service, T&E, Payment run,) for clients.
* Prepare all necessary data required for the filing and reconciliation on GST, TDS and Income Tax.
* Assist in accounting close including general ledger maintenance, payment journal entries, reconciling credit card and bank accounts. Verify, allocate and reconcile transactions against approvals across business units and business functions.
* Perform file maintenance, quarterly vendor account reconciliations and year-end processing.

# STRENGTH

* + Good at Multitasking, Time Management, and Decision Making.
  + Ability to survive under any Environment and Hard Working.

# PERSONAL DETAILS

* Father’s Name : Sh. Govind Jha
* Marital Status : Married
* Gender : Female
* Nationality : Indian
* Religion : Hindu
* Language Known : English & Hindi

# DECLARATION

I hereby declare that all the information stated above is true to the best of my knowledge and belieftill date

# DATE:-

**PLACE:** - NEW DELHI

# (SHWETA JHA)