

CURRICULM VITAE

BRIJ MOHAN JHA

Barola, Sector-49

Noida, Uttar Pradesh

Mobile No. 9818428010

E-mail: 01brijmohan.jha@gmail.com

Career Objective:

Seeking to join an organization to gain knowledge and achieve professional excellence & willingness to work hard to fulfil the organizational goals.

Qualification:

Professional : MBA (Finance) from SMU in 2014 through Distance Learning.

Academic : B. Com (A/C Hons.) from L. N. M. University, Darbhanga in 2004.

Work Experience Summary:

Organization : EOC Polymers India Private Limited

Designation : Asst. Manager Accounts & Finance

Department : Finance & Accounts

Period : July 2019 to June 2023

Job Responsibility:

Reporting:

- Daily Bank balance confirmation to Management.
- Weekly Payable & Receivable overdue report to Management.
- Weekly & Monthly Gross Margin Report.
- Handling GSTR1, GSTR 3B, Reco-GSTR 2B.
- Handling TDS & TCS Return.
- Costing of Finished Product - As when required by Management.
- Monthly Bank Reco.
- Filling of ECB 2 monthly return.

Cash Flow Analysis:

- Handle multiple bank accounts and daily cash reconciliation.
- Monitored cash allocation to each department and performed month-end reconciliation.
- Maintained spreadsheets for daily cash flow.
- Conducting cash flow analysis and preparing a summarized report relating to cash in-flow and cash out-flow.

Other works: E-Way Bill Generating, E-Invoicing, MIS Reporting Day to Day Accounting, Books Finalization, EPFO and ESIC return filling. Follow-up to Bank Authorize for Import-export payment remittance & collection. Follow-up to Bank Authorize for payment against LC. Co-ordinates with Bank Branch RM & Trade Desk Officer for documentation. Prepare the import remittance documents. Yearly filling of 3CA-3CD, ITR, 3CEB. Preparing of Board Minutes, Yearly filling of DPT 3, MSME Return, Financial Statement, AOC 4, MGT 7 & Directors KYC-DIR 3. **Audit:** As per Auditor query. Solving the query against Purchase & sales. Solving the query against Payment vouchers. Documents prepare as per Auditors suggestion. Internal & statutory audit handling.

Organization : Apave Assessments India Private Limited

Designation : Asst. Manager Accounts & Finance

Department : Finance & Accounts

Period : January 2012 to July 2019.

Job Responsibility:

- Preparation and finalization of books of accounts.
- Bank Reco.
- Reconciliation of Debtors & Creditors.
- Monitoring of Collection daily basis and payment gateway transactions.
- Preparation Form 15CA and other documents for foreign remittance.
- Preparation & filing of TDS & GST Returns, Tax payment, generation of challans and review of related entries in Tally. To ensure correct compliance within due dates.
- Checking of Sale Invoices with quotation & PO.
- Cash & Staff expenses/Imprest voucher review.

Organization : Bartec India Pvt. Ltd.

Designation : Accounts Executive

Department : Accounts & Finance

Period : September 2010 to December 2011

Job Responsibility:

- Preparation of bank reconciliation statement.
- Reconciliation of Debtors & Creditors.
- Preparation & Submission of TDS Return.
- Sales Tax & Service Tax Related Matters.
- Finalization Salary Sheet.
- Cash Voucher & Imprest Voucher checking.

- Knowledge of E.S.I.C. & E.P.F.
- Creation of purchase order.

Organization : Mahtani Fashion Pvt. Ltd.

Designation : Accounts Executive

Department : Accounts

Period : May 2007 to August 2010

Job Responsibility:

- Preparation & Return Filling of TDS Return.
- Reconciliation of E.S.I.C. & E.P.F. with Salary Sheet.
- Maintaining Imprest A/c.
- Branch Accounting (Reconciliation all Branches).
- Maintain the Books of Account.

Organization : M/S N.K.BHAGRAVA & CO. (CA Firm)

Designation : Accounts Executive and Audit Assistant

Period : January 2006 to April 2007

Job Profile:

- Various bank and company audit and report preparation.
- Data Entry of Accounting.

Strengths: Hard Working & Positive Attitude & Self Confident.

Computer Skill: Tally Prime, Tally ERP 9, SAP and Busy, well versed with Ms-Office (Word & Excel).

Linguistics Proficiency: Hindi & English

Hobbies: Playing Cricket & Listen Music

Personal Profile:

Date of Birth : 15th August 1981
Father's Name : Satya Narayan Jha
Marital Status : Married

I hereby declare that all the above information is true & correct to the best of my knowledge.

Date:

Place:

(Brij Mohan Jha)