**AKASH JHA** 

54/1, LAL QUARTER, LOHIA NAGAR,

GHAZIABAD, U.P. 201001

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**OBJECTIVE:**

*Aiming for career enrichment in the areas of Finance & Accounts /Operations with a reputed*

Organization.

**Career Summary**

* P*ost Graduate degree in Commerce with 8 years working experience in GST RETURN, E invoice, TDS, PF, ESIC and E way bill.*
* *Rich experience in supervising and managing end to end accounts activities including preparation,*
* *Consolidation and maintenance of Books of Accounts, Preparation of ledgers, Up to Balance Sheet.*
* *Achievements Appreciated at Work forJudgmental, quick decision making and great Problem Solving skills.*

**Summary of Skills and Experience:-**

* *8 years. Experience in Accounts, Taxation.*
* *Meeting all Statutory compliances relating to GST, TDS,E-Invoices ,E-way bill , PF, ESIC before due date.*
* *Maintain of all type Accounting vouchers entry in Tally 9.0 ERP and S/4 HANA (SAP).*
* *Handling statutory/internal audit for clearance of audit query.*
* *Maintain Bank reconciliation Statement and Reconciliation of Debtors &Creditors.*
* *Preparation of detailed outstanding Bill-wise statements.*
* *Handling vendor payment reimbursement and maintenance of Pettycash.*
* *Six months training of S/4 HANA (SAP) at Techavera Solutions, Typing in English and Good communications skills*.

**JOB RESPOSIBILITY**

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* *Maintain of all type Accounting vouchers entry in Tally 9.0 ERP i.e., Journal, Expenses, Purchase. Sale Bill, Service Bill, Payment, Receipt, Cash Payment Voucher,E invoice.*
* *Maintaining Accounting Systems with Data Entries such as a Bank, Cash Inventory, Fixed Assets, etc*
* *Maintain Bank reconciliation Statement and Reconciliation of Debtors & Creditors*
* *Account Payable/Account Receivable (Reconciliation of Balance),*
* *TDS Deductions, Deposit, Preparation of TDS Return, TDS Revise Return.*
* *Collection & Issue of TDS Certificates ( Form 16 salary & Form 16A Others* )*.*
* *Preparation of salary of companies and Processing of PF Withdrawal, PF Advance formGenerate the online challan under ESIC, PF.*
* *GST Deductions, Deposit, Prepare GST Return.(GSTR 3B,GSTR 1,GSTR 2, Reconciliation of GSTR 2A ,E invoice, E-WAY BILL & TDS Return file.*
* *Preparation and Filling of all Type of Income Tax Returns and Other Related Documents. .*

**Employments Details**

*3year 2 month experience working under CA Lalit Sharma (May. 2017- June 2020).*

* *2 year 4 months working experience as an Accountant for Rise resort residences Great Noida. (July2020 – 01 FEB2022 ).*
* *1year 8 Month working experience as an Accountant for* *INDIRA IVF HOSPITAL PRIVATE LIMITED (1march2022 to till Now ).*
* *8 month experience of Senior Assistant in Finance in Fortis Hospital (18 January to till date)*

**EDUCATION & TRAINING**

* *B.Com from CCS University | Ghaziabad Commerce 04/2018.*
* *12th From CBSE Board | Ghaziabad Commerce 05/2014.*
* *10th From CBSE Board | Ghaziabad 03/2011.*
* *M.COM FROM CCS University. | Ghaziabad Financial Accounting Expected in 08/2020*

**Date: Place:**