

RESUME

PAVAN KUMAR JHA

Address: - Sector10, Gurugram – 122001

Gmail:- [**pavanjha1997@gmail.com**](mailto:pavanjha1997@gmail.com)

Mobile:- 7900051059

Academic/ Educational Qualification

10 passed from BSEB board in the session 2013

12 passed from BSEB board in the session 2015

Graduation (B.COM) from L.N.M.U Darbhanga Bihar in the session 2018

Pursuing (M.COM) from L.N.M.U University Darbhanga

Technical Skills

Knowledge of Microsoft office

Knowledge of Tally software & Busy, software & SAP

Knowledge of GST / TDS & ITR filing & rectification

Responsibilities

- *Coordinated the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.*
- *Performed Internal audit for compliance with legal regulations.*
- *Prepared reconciliations for monthly closings.*
- *Ensured accuracy of revenue and expense accounts.*
- *Provided weekly quality checks of documents.*
- *Managed and supported two junior accountants and provided them with accounting advice.*

Work Experience

Alba smart Automation Pvt Ltd

Accountant Manager Working From 16.01.2023 to till date

Amazin Automation Solution India Pvt Ltd

Accountant Working From 23.02.22 to 15.01.23

Rajesh N.P Gupta &Co. (C/A Firm) Uttam Nagar

Accountant Working From 11.01.2018 to

18.02.2022, Santhosh Gupta (C/A firm) Dwarka

sec19working from 15.02.2017 to 15.11.2017 Shiva

Constructions (Haryana)

Working From 01.03.2016 to 15.09.2016

Key Skills

Honesty optimistic, Self –Motivated Positive Attitude

Flexibility for working 18

Personal Details

Date of Birth ***26/09/1998***

Father's Name ***Mr. Narendra Nath Jha***

Nationality ***Indian***

Interests ***Playing Cricket, Reading Book***

Language ***Hindi, English***

Declaration

I hereby declare that the details given above are true to best of my knowledge and belief

Place: - GURUGRAM

Date

PAVAN KUMAR JHA