

CURRICULAM VITAE



SAURABH JHA

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Core Competencies

Ensuring smooth operations at all times and maintaining proper decorum & discipline by implementing & modifying the policies & procedures

Working closely with the departments to achieve a harmonious working environment and greater operational efficiency

Strengths

Hard working, Self-motivated, honest& committed to achieve targets in time

Interests

Travelling

Listening music

Reading books

Academic qualification

- High School (10th) from B.S.E.B (Patna)
- Secondary (10+2th) from B.S.E.B (Patna)
- B.COM in Accounts from L.N.M. UNIVERSITY (Darbhanga)
- MBA in Finance from L.P.U (Jalandhar)

Skill summary

- DCA (Diploma in Computer Application)
- Well versed with MS Office (Word, Excel & Power Point, Tally prime, Busy, Genius, Soft System and Internet.)

ORGANIZATIONAL EXPERIENCE

- Experience in **AYS SHIPPING CORPORATION** (Sister Concern **ROAD EX TRANSPORT SERVICES**) From August- 2016 to April-2020
- Experience in **AAKYU SHIPPING & FORWARDING** from June- 2020 to Oct-2021
- Experience in **RAGHAV FREIGHT FORWARDERS** from November- 2021 to Till Date.

Role:

- Maintaining books of Accounts and day to day banking operation.
- Checking of TDS deduction and preparing TDS sheet & challan.
- Filing GST returns and tally GSTR-2B
- Settling costs on Balance sheet.
- Preparing documents for payment to a foreign company & Shipping line.
- Preparation of outstanding report of Debtors & Creditors.
- Handling petty cash.

Personal profile

S/O ----- NAVKANT JHA
 Date of Birth -----15th July 1996
 Marital status-----Single
 Gender ----- Male
 Nationality -----Indian

With due regard I am Saurabh Jha want to join your company & I gave my all description to you. I Hope u will give me chance to serve to your organization and will let me prove my sincerity & hard work against my work.

(Saurabh Kumar Jha)