### CURRICULAM - VITAE

**Rahul Kumar Jha**

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### CAREER OBJECTIVE:

### To give my best in my professional pursuit for overall benefit and growth of the company that I serve by facing the challenges. I will show my caliber and gain some experience. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

**Summary of Skills & Experience (BRIEF OVERVIEW OF CORE COMPETENCIES)**

A result oriented, tech savvy **Management Graduate** working in **ERP environment** having Almost  **Three Years** of qualitative experience in the areas of Accounts, Commercial, Taxation and Commercial Operations. My areas of expertise include:

|  |  |
| --- | --- |
| GST Payment and Returns | Foreign Payments & furnishing Forms 15 CA & CB |
|  | Assisting Seniors on balance sheet |
| Reconciliation of Purchase data with ERP. | Bank Reconciliations through ERP. |
| Preparation and online filing of Statutory Forms requisitions. | GSTR 2A Reconciliation |

#### PROFESSIONAL QUALIFICATIONS:

* **Bachelor of Commerce** (B.Com) from LMNU Darbhanga (BIHAR)in 2018 Securing 57%
* **12th** From LNMU Darbhanga (BIHAR) IN 2015 Securing 72.6%

#### PROFESSIONAL COMPUTER SKILLS:

* Currently working in ERP environment using

**, Busy 18**

* Previously worked in **Tally ERP 9.0,**
* Good Command over **MS Excel**
* **MS Office, MS Outlook, Web savvy**.

Organizational Experience (Chronological order)

* *Working as Accounts Asst since Feb, 2020 with Darramkes Hotels & Developers Pvt. Ltd. (“Taj Rishikesh Resort & Spa”)*
* *Worked With Rawat Associates,* ***Chartered Accountants, Greater Kailash, New Delhi*** *as Accountant from* ***January-2019*** *to* ***January-2020***
* *Worked with Chaudhary Garg and Company****, Chartered Accountants, Indirapuram Ghaziabad,*** *as Accountant from* ***May-2018*** *to* ***December-2018***

Professional Exposure

**Job descriptions:**

* Preparation of Monthly GSTR 3B & GSTR-1 payment and returns.
* Monthly TDS payment and Return,
* Issuance Of Eway Bill And Other day To Day work
* Furnishing Return and payment of WCT, Labour Cess,
* Purchase Accounting & ACP Control through ERP.
* Preparation of Monthly MIS report.
* Finalization of Accounts and up to balance sheet and assisting in balance sheet.
* Analytical Review of Expenditures.
* Import related bill just like CHA, Clearing & Freight forwarder bill passing.
* Bank Reconciliation ,vendor ledger Reconciliation, Bank Payment

**Strengths*:***

* Adept to work in fast-paced, high-tech, I.T savvy environments requiring skills in Enterprise Resource Planning, Finance, Indirect Taxation and team building.
* Achievement & result oriented coupled with excellent communication & interpersonal skills
* Proven strength in problem solving, co-ordination and analytical abilities.
* Effective team player with an ability to lead a team by setting examples and motivate team mates to achieve desired objectives
* Dynamic and self-motivated individual with sound conceptual knowledge endowed with abilities to implement the deliverables.

### PERSONAL PROFILE:

Father's Name : Sh. Shankar Jha

Date of birth : 14th Feb 1997

Marital Status : Unmarried

Language Known : English, Hindi, Maithli

#### DECLARATION:

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

**Rahul Kumar Jha**

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