

CURRICULUM VITAE

VIKAS KUMAR JHA HOUSE
NO-256, RAO HARI NATH MARG NEAR KILL
FACTORY, KAPASHERA, NEW DELHI-110037. MOB.
No. 8802853949 & 9990329327 GMAIL:-
VIKASJHA7273@GMAIL.COM

CAREER OBJECTIVE:-

To obtain a responsibility and carry work in a challenging environment and obtain knowledge and contribute to the growth of the company with me.

Working Experience:-

: -Seven Months in Raj K. Kapoor & Associates (Work on GST & Account)

: -Eight Months in CA Abhiroop & Co.

: - One year Nine Months in 38 Barracks (A Unit of Lido Dinner)as Accountant

: - Working as Accountant at Necessa Security & Integrated Services Pvt Ltd from 15th September 2019 to till date

EDUCATION QUALIFICATION:-

: 10TH Passed from CBSE.

: 12TH Passed from CBSE.

: B. Com Passed from Delhi University

: M. Com Pursing form Singhanian University

SKILLS:-

: Working knowledge of Excel

: Working knowledge of Word

: Working knowledge of Tally ERP 9.1

: Internet Savvy

Key Responsibility Handle

- Preparing and analysing accounting records
- Establishing table of accounts
- Assigning entries to proper accounts
- Using accounting tools wherever necessary
- Handling ledger accounts and keeping the check for any invoices or payments
- Making use of technology to develop, implement, modify, and document record keeping and accounting systems
- Preparing salary sheet as for salary transfer and for compliance
- Generating of ESIC No. (IP). and EPF(UNA) No.
- EPF return & ESIC return

PERSONAL INFORMATION

- NAME : VIKAS KUMAR JHA
- FATHER NAME : BIMLESH JHA
- DOB : 22/01/1998
- PERMANENT ADDRESS : DARBHANGA, (BIHAR)
- MARITAL STATUS : MARRIED

Declaration:-I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application is liable to be rejected.

Place:-Delhi (VIKAS JHA)

Date:-