

CURRICULUM VITAE

Sachidanand Jha

H.no. - 84/7 Shiv mandir subhash nagar,

Gurgaon (HR.)-122001

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Objective:-

- To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Work Experience:-

- 10 Months with Enthuse Answers Communication Pvt. Ltd from Oct 2014 to Aug 2015.
- 1Year and with Chartered Accountant Firm from Sep 2015 to Aug 2016.
- 3Years and 10months with Sterling Infoways Pvt. Ltd. (Trading Company) from Sep 2016 to Feb 2017 as Accountant and then shifted to Sterling Foods (Parent company Sterling Infoways) from Mar 2017 to June 2020 as Finance Executive (Handling 3Brands – The Cake Story, Salad Company & Twigly).
- Currently working with Meesan Logistics from July 2020 as Treasury Executive.

Work profile:-

- Pan India Payments handling through HDFC Enet.
- Bank loans and complete banking handling.
- GST 3B and TDS working and timely deposit if all compliances.
- Payroll and EPF & ESIC- Maintain Proper record of all employees, their Salary and deductions.
- PF & ESI calculation and payment of challans.
- Bank Reconciliation- Incoming and Outgoing payment entries, Invoices Adjustment, Bank reports on daily basis.
- Cash Expenses & Petty Cash Expenses- Cash and petty cash expenses handling with proper supporting and voucher.
- Conveyance of employees and all utility Bills payment.
- Vendor Reconciliation- Proper Reconciliation of all Vendors, their Invoices and Payments and vendor Balance confirmations.
- Cash Management- Cash Handling with Bill to Bill Invoices.
- Data Management & Filling- Prepare complete record of all data and Fixed assets with proper filling.
- Vendor pricing and Vendor relation- work on low pricing and good credit period.
- Communicated and established effective working relationships with internal operations and external customers.

Educational Qualification:-

- Completed Diploma in CIA+ (Certified Industrial Accounting) from Institute of Computer Accountants (ICA) in 2016.
- Passed B.com from Delhi University (SOL) in 2014.
- 12th passed from CBSE board in 2011.
- 10th passed from CBSE board 2009.

Technical Skills:-

- Tally ERP 9
- MS Office
- Limetray-POS Software
- Zoho- Inventory Software
- SAP-Business One

Strengths:-

- Good analytical and problem solving skills.
- Sound knowledge of handling accounting system.
- Excellent ability to sort, check, count and verify numbers.
- Strong ability to use an automated accounting system.
- Good organizational skills.

Hobbies:-

- Listening Music
- Watching Movies

Personal Detail:-

Name	Sachidanand Jha
Father name	Bhagirath Jha
Date of birth	03-12-1992
Language known	Hindi, English
Status	Unmarried
Nationality	Indian
Permanent address	H.no. - 84/7 Shiv mandir subhash Nagar Gurgaon (HR.)-122001