

MURARI KR JHA

161, BM SAHA ROAD.

BANK PARK

HINDMOTOR- 7 1 2 2 3 3 . H O O G H L Y (WB)

Email ID: cmamurarijha@gmail.com

Contact No.: (+91) 8100366988

CAREER ASPIRATIONS:

- To work in a challenging environment and to keep adding value to the organization, which I represent and serve, and to myself, while concurrently upgrading my skills and knowledge.
- To grow and consolidate in a professionally managed growth oriented organization.

PROFESSIONAL QUALIFICATION:

<u>Degree/ Examination</u>	<u>Institute</u>	<u>Year of Passing</u>	<u>Marks (%)</u>
CMA (FINAL)	The Institute Of Cost Accountants of India (ICAI)	March, 2021	58.12
IPCE (Group-1)	The Institute Of Chartered Accountants of India (ICAI)	November, 2012	78.00
CPT	The Institute Of Chartered Accountants of India (ICAI)	August, 2007	55.5

ACADEMIC QUALIFICATION:

<u>Degree/ Examination</u>	<u>Institution</u>	<u>Board</u>	<u>Year</u>	<u>Division</u>
B. Com (Hons.)	Umes Chandra College	Calcutta University	2009	2nd
Higher Secondary	Shree Maheshwari Vidyalaya	WBCHSE	2006	2nd
Secondary (Madhyamik)	Shree Sankar Vidyalaya	WBBSE	2004	1st

ACHIEVEMENTS:

- Successfully completed Information Technology Training (ITT) conducted by The Institute of Chartered Accountants of India.

COMPUTER SKILLS:

- Working hands in Windows, MS Office (Word, Excel, Power Point)
- Tally Financial Package, Busy, Expert and other customized accounting software's & Internet Application

WORK EXPOSURE:

1. ArticleShip (3 Yr & 6 Month)

M/s Braj Bhushan & Co. (July 2008 to October, 2011)

Major assignments served under Articleship –

Accounts & Taxation

- Finalization of Books of Accounts of Companies, Proprietorship Business, Partnership Firms and Individuals
- Preparations and E-Filing of Income Tax Returns and Tax Audit returns with Income Tax Department of Companies, Partnership Firms, HUFs and Individuals.
- Filing of Statutory Forms with Registrar of Companies.
- Company Formation with Registrar of Companies.
- Handling TDS & Service Tax of different Companies & Firm.
- Preparation of Vat Returns & submit to the Authority.

Audit

- Statutory Audit, Internal Audit, Tax Audit & VAT Audit of Various Private Limited Indian Companies & Firm
- Concurrent Audit & Statutory Audit of various banks.
- Preparation and finalization of Audits reports under companies Act, 2013.
- Working knowledge of verification of books of accounts and vouching of various documents for audit purpose.

2 Accountant:

Maheshwari Associates, Kolkata (November, 2011 to November 2018.)

- Enters, updates, and retrieves accounting data from Accounting Software (tally).
- Pays employees by issuance of paychecks or electronic transfers to bank accounts.
- Work for bank reconciliations.
- Maintain copies of Vouchers, Invoices and documents necessary for files.
- Maintaining the documentation for audit procedures.
- Perform analysis and preparation of management reports.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Assist in Conducting Internal Audit, Statutory audit.
- Computation of Tax liabilities of Company and e-filing of Income Tax Return.
- E-filing and e-payment of Service tax and Vat.
- Preparation of Cost Sheet.

3 Accounts Manager:

RKKB Group, from December, 2018 to May, 2022.

- Finalization of Books of Accounts of Companies, Proprietorship Business, Partnership Firms and Individuals.
- Reviewing day to day Accounting transaction in and Passing Necessary Adjustment entries related to TDS, GST Income Tax etc.
- Maintaining data pertaining to Vendors and Debtors and generate reports on assigned task using MS excel

Accounts Receivable:-

- Monitor customer account details, identify, and investigate non-payments, delayed payments and other irregularities.

Accounts Payables:-

- Review and verify invoices.
- Verify that transactions comply with financial policies and procedures.
- Reconciliation of Debtors & Creditors
- Preparation of Data for Filing of GST Return.
- GST Reconciliation with Books and GST Credit Ledger.
- Preparation of MIS.

4 Accounts Manager:

RUIA Group, from June, 2022 to 30 Nov 2022.

- Finalization of Books of Accounts of Group Companies.
- Preparation of Profit & Loss and Balance Sheet as per Schedule-III of Companies Act, 2013.
- Overview Complete day to day accounting and Passing Necessary Adjustment entries related to TDS, GST Income Tax etc.
- E-Filing of TDS, GST & Income Tax, P Tax etc. Return.
- Preparation of Data for Filing of GST Return.
- GST Reconciliation with Books and GST Credit Ledger.
- Replying of different Notices & arranging Paper for Government Department.
- Working with the Legal Team for acquisition of New Companies, NCLT Cases.

5 Plant Accounts Manager:

Pragati Group, From Dec, 2022 to till date.

- Analyze all financial and costing records and assist consolidate all Financial and Costing Statements.
- Assess the Costs of Production, Preparation of Cost Sheet and Develop & maintain accurate product costs.
- Accumulated and applied properly overhead costs as required by generally accepted accounting principles.
- Assist in preparing the budget and analyze the variances over the Budget to monitor cost control & efficiency.
- Communicate variances and cost explanations to Management Team.
- Prepare Daily MIS Report relate to Production & Consumption.
- Reconcile all accounts within required timeframe and prepare all monthly reports.
- Ensure compliance to all local, state and Center regulations and oversee all payroll and account payable and receivable functions.
- Manage month-end closing and prepare monthly Statements and other operational reports for site.
- Ensure to all Kind of Audit.

PERSONAL INFORMATION:

- **Name** : Murari Kr Jha
- **Father's Name** : Shree Shambhu Jha
- **Occupation** : Service
- **Date of Birth** : 10/05/1988
- **Marital Status** : Married
- **Mobile No** : (+91) 8100366988
- **Languages Known** : English, Hindi, Bengali & Maithili
- **Hobbies** : Playing Cricket and Football & Listening Music.

I hereby declare that all the statement made in this CV is true, complete, & correct to the best of my knowledge.

Date:

Place:

(Murari Jha)