

Curriculum-Vitae



SHUBHAM JHA

Address:- A-9b Old Panchwati Colony Ghaziabad
201001 EmailID: Shubhamjhaoffice@gmail.com
Mobile: -9910136694/8851385088

Objective:-

Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in management, operations role that allows for advancement and growth.

Work Experience

Company Name	:	Sangal & Associates	
Company Address	:	T-15 , Lower Ground Floor main market New Delhi:-110016 (India)	Position Held :
		Senior Accountant	
Duration	:	10 Jan. 2018 to 18 July 2021	
Company Name	:	Anubhav Apparels Private Limited	
Company Address	:	B- 16, Sector-88 , Gautam Buddha Nagar, Noida.	:
Duration	:	21 July 2021 onwards.	

Responsibilities Accounts: -

- Month end closing & reporting, finalization of accounts, Preparation of MIS.
- Checking bills for reimbursements of employees' expenses within their permissible limits.
- Checking outstanding from customers according to terms & conditions agreed upon with them.
- Managing & Reconciling Customers & Suppliers account, Accounts Payable, Receivables etc.
- Review of books of account, Ledger, and finding out the weaknesses in the system of accounting and books of account & taking corrective action.
- Monthly Debtors Summary Reconciliation statement & Monthly Vendors due Reconciliation.
- Fixed Assets Verification time to time.
- Various Documentation work.i.e. Cheque Book Maintain, Filling of Documents.
- Finalization of books of account and preparation of balance sheet and profit & loss

account, after consideration of various factors.

- Review of books of account, Ledger, and finding out the weaknesses in the system of accounting and books of account & taking corrective action.

Preparing Cashflow Statement, Surplus – Deficit Statement for budgeting, and forecasting the expenses.

Taxation: -

- Computation and depositing of TDS & e TDS Return filing and Issuance of Form 16/16A to relating person.
- Correction of TDS Return.
- Computation Income Tax & e Income tax Return filing.
- Computation of GSTR 1 Return & GSTR 3B Monthly Return
- Monthly Gst Reconciliation Statement.
- GST Annual Return 9 & Audit Return 9C.

Banking: -

Preparing & Analyzing Bank Reconciliation Statement.

Submission of stock debtors' statement & other

documents ROC Related Work: -

- Filing of Form -AOC-4, MGT-7
- DIR-3, INC-22
- MGT-9, Director Report
- Inspection of Company

Responsibilities

- GST Audit of CH2M Hill India Pvt. Ltd & Bliss Inns Pvt. Ltd (Noida)
- Sales Invoice and Purchase Invoice Reconcile, GST Reconciliation, GST Annual Return -9 & Audit Return -9C
- Monthly Accounting of Tirupati Pvt. Ltd. (Janak Puri)
- Cash Book Entry, Bank Entry, Sales Invoice and Purchase Invoice Entry, Bank Reconciliation Statement.
- Statutory Audit of Bliss Inns Private Limited.
- Vouching of Cash voucher, Bank Voucher, Sales Invoice, Purchase Invoice, Fixed Assets Verification, TDS Reconciliation.

Educational Qualifications

Course	University/Board
B.Com	University of Delhi
10+ 2 (12th Standard) (Commerce)	Central Board Secondary Education

10th	Central Board Secondary Education
Pursuing Post Graduate Diploma in Management	Institute of Management And Technology

Personal Information

Father Name	:	Vidya Nand Jha
Date of Birth	:	31 st January 1997
Marital Status	:	Married
Religion	:	Hindu
Hobbies	:	Reading Newspaper, Playing Guitar, Cricket, Singing.
Languages	:	English, Maithali & Hindi

Declaration

I hereby declare that the above-mentioned details are true to best of my knowledge and belief

Place: Delhi

SHUBHAM JHA