

# JITEN JHA Accountant

Address: Meman Puar Road ,Ramkrishnangar, Maheshtala Kolkata – 700139

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**Accountant:** looking to join the team at an organization bringing 17years of Professional Accounting Experience across various Industries to help in affectability and accurately analyzing Tax Return, Income Statement Balance sheet and author Financial report



## Experience

1) **01 September 2022**

### **Accountant, Belani Groups**

Finance Bank Recivable , Payble , BRS , Cash handling  
Recording purchase & cash payment entry in Highrise

2) **01 September 2020 31st August 2022**

### **Accountant Baba Baidhnath Trading Co**

Raising Invoice to Clients and Follow up for payments  
Recording accounting entries in Tally Prime/ ERP9  
GST Accounting and generating E Way bills, GST Return  
Calacullation & Return Fille  
Book Keeping, Internal Audit & Finalization of Accounts

3) **1st March 2013 – 20th March 2020**

### **AccountExcutive , Aryans Appliances**

Raising Invoice to Clients and Follow up for payments  
Recording accounting entries in Tally Prime/ ERP9  
GST Accounting and generating E Way bills  
Book Keeping, Internal Audit & Finalization of Accounts

## Highlights

- Financial Report
- Leadership Skills
- Auditing internal
- Ability to work in a Team

## Education

Bachelor of Commerce: university of Calcutta 2005

## Date and Palace of Birth

08/05/1983/ Bihar

## Hobbies

- Book Redding
- Listing Music's.
- Cooking

## Computer literacy

- Data entry operating, M S Office
- Operation System: WINDOS 10
- Technical System: ERP9/ Tally Prime/Expert

## Experience

4) **May 2008 - Feb 2013**

### **Accounts Executive Alpine Infosoft PVT LTD**

Raising Invoice to Clients and Follow up for payments

Recording accounting entries in Tally ERP9 /Expert

Vat Accounting Accounting Book Keeping, Internal Audit & Finalization of Accounts

5) **Sept, 2005-- April 2008**

### **Accounts Executive, Mukherjee & Associates**

Purchase & Sales entries, maintain Company day to day accounts, cash and bank transactions, Purchase bills, sales bills Challans, B.R.S, Salary Book, Stock Books Maintain in Books of Account

### **DECLARATION:**

I hereby certify that all the above statements made by me are true to the best of my Knowledge and belief

Date : 04/07/2023

Place : Kolkata

## Nationality

Indian

## Personal Details

### **Father Name:**

Mr. Lt Raghubansh Jha

**Marital Status :** Married

Current CTC:

Jiten jha