

# CURRICULUM VITAE

**VIKAS KUMAR JHA**  
HOUSE NO-97, STREET NO. 2  
BHOOP SINGH NAGAR  
JAIL ROAD, BADSHAHPUR  
GURUGAM HARYANA-122102  
MOB. No. 8802853949  
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: -

### **Bigzen Developers Pvt Ltd.**

*As a Senior Accountant (July 2021 to till date)*

- Filling of monthly returns for GST and reconciliation of GST input.
- TDS Calculation and depositions as TDS compliances.
- Bank Reconciliations, Vendor Reconciliations.
- Issuance of Proforma Invoices for opening of Letter of Credit against supply of materials
- Preparation and checking of Invoices, Debit / Credit notes.
- Verifying, allocating, posting and reconciling accounts payable and receivable
- Analyse financial information and summarize financial status
- Timely, Accurate Reconciliation & Closing of Month End/Year End of Accounting Modules
- Maintain Fixed Asset Register & Record Monthly Entries for Depreciation, Additions & Disposals
- Monitoring spending and budgets and Support month-end and year-end close process
- Analyse and review construction status with Project/Construction Managers. Direct and participate in cost analyses.
- Manage process for proper coding of construction invoices (payment applications) and lien releases for contractor and vendor invoices. Maintain contract documents including records of lien releases in appropriate files.
- Follow up for Bank Guarantee issuance, closure and collection of other statutory documents like accounts statement, TDS certificates, etc
- Maintain construction management system, including setting up projects (jobs), budgets, job costs, contracts, change orders, purchase orders, and various construction progress reports.
- Preparing salary sheet as for salary transfer and maintaining the compliance ensuring the EPF, ESIC, LWF and Professional Tax.
- Maintain labour law files and registers.
- Ensure that financial statements and records comply with laws and regulations

### **Necessa Security & Integrated Services Pvt Ltd**

*As a Accountant (Sept. 2019 to July 2021)*

- Reconciling the accounts receivable ledger with the billing software ledger to ensure all the collections are accounted for and posted correctly
- Preparing salary sheet as for salary transfer and for compliance
- Generating of ESIC No. (IP). and EPF(UNA) No.
- EPF return & ESIC return
- Monthly report for comparison and planning
- Recording day to day transactions including verification of receipts & Invoices and addressing the issues
- Monitoring proper booking of staff reimbursement expenses and its payment within the due period.
- Liaison with clients and operation team for timely receipt of money from debtors to improve credit collections
- Creating and updating expense reports of the employees for reimbursement
- Handling ledger accounts and keeping the check for any invoices or payment

### **38 Barracks (A Unit of Lido)**

*As a Accounts Executive*

- Maintaining bank records in tally and bank reconciliation one in a months
- Cash receipts and cash disbursements on daily basis and ensuring the all-individual reimbursements as per company policy
- All vendor payment as per Purchase Order, Work Order & and as per company's financial policy.
- Creating and updating expense reports
- Processing reimbursement forms
- Maintain digital and physical financial records
- Participate in quarterly and annual audits

**One Year Two Months in CA Abhiroop & Co. and Ca Raj Kapoor & Associates** (In this time I worked with various organisation as assistant auditor / accountant and maintaining their books of accounts)

- Maintaining bank records in tally for various client
- Preparation of GST data and filing the GST returns
- Maintaining bank sale, purchase, expenses records in tally
- Auditing/ preparing annual accounts like Balance sheet, Receipt and Payment, Income and Expenditure statement of GST data and filing the GST returns
- Rectification of wrong entries for client accounting software
- Proper documents, namely, tender documents, invoices, vouchers, receipts, pay bills, T.A. bills etc..
- Submission of Reconciliation of Bank Reconciliation Statements of all Client account

**EDUCATION QUALIFICATION: -**

- 10TH Passed from CBSE.
- 12TH Passed from CBSE.
- B. Com Passed from Delhi University
- M. Com from Singhania University

**SKILLS**

: -

- Working Knowledge of MS office.
- Can work efficiently in Accounting Software.
- Working knowledge of Payroll software

**PERSONAL QUALITIES: -**

- Strong potential to portray leadership and motivational qualities.
- Ability to carry on responsibility well.
- Also possess good interactive and communication skills.

*Place: Gurugram*

*Date:-*