

Curriculum vitae

MR. PRAMOD OJHA

520, Third Floor

Gali No 2 , Vishwash Nagar

Near HDFC Bank, Shahdara.

Mob: (+91) 9582696966

**Email - me_pramodojha@rediffmail.com
me_pramodojha@hotmail.com**

Summary:

Result oriented professional with over 11 years of experience in of Corporate Accounts. Successfully managed all aspects of Accounts Including Finalization of Accounts, and taxation.

Career Vision:

Intend to build **New Career** through experience and successful endeavor in the field of latest technology in Computer. Accounting, pursue excellence in achieving organizational goal

Academic Qualification:

B.Com. (Hons.) with 68% from Veer Kunwar Singh University, Bihar

Technical Qualification:

- ❖ 6 Months computer course **MS-CIT** (Maharashtra State Certificate in information Technology)
- ❖ One year Course of **Tally 9.3 ERP, Tally Prime, 7.2 Tally, Busy Accounting Software**
- ❖ Taxation Courses from Mitcon Institute Shivaji Nagar, Pune (Maharashtra)
- ❖ Basic Knowledge of Hardware & Networking

Proficiency in Computer:

Office Application: MS Office, MS Excel, MS Access.
Accounting Package: Tally 7.2 , 9.3 ERP & Tally Prime, Softcore

Experience Summary:

- 1) Working in Lohhakar Industries Pvt Ltd. Pune, from 10.02.2007 To 09.05.2009.
- 2) Worked in Singhal Polytech Ltd.Delhi as an Accountant from 15.05.2009 to 31.01.2014
- 3) Worked in Jai Ambey Garments. as an Sr. Accountant from 01.03.2014 to till Date

Job Responsibilities:

- ❖ Handling of Finalization of Annual Account
- ❖ Checking and reviewing of cash vouchers, Bank Vouchers and journal voucher & recording the same into computerized books.
- ❖ Getting the voucher and entries in the books approved.
- ❖ Preparation of Bank Reconciliation Statement each month Bank wise
- ❖ Preparing monthly sales turnover and filling monthly **GST Return**
- ❖ **Filling Income** Tax & Tds Return.
- ❖ Ageing of Debtors and Creditors.
- ❖ Verification of stock (System record to Stock Register)
- ❖ Preparation of Receipts & Payments account for every quarter
- ❖ Preparation of Trial Balance

Key Abilities:

Right attitude towards professional approach, Personality, time conscious, ability to work under pressure, enthusiastic to learn, having a competitive approach towards work and willing to face challenges and risks.

Personal Details:

Father's Name	:	S.N.Ojha
Date of Birth	:	27.03.1983
Language Known	:	English, Hindi, Marathi
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Hindu

OTHER'S

Current Gross Salary	:	Rs 3,35,000
Expected Gross Salary	:	Rs. above 3,35,000
Current location	:	Vishwash Nagar Delhi- 06
Gap in education	:	No
Notice Period	:	15 Days