



SHANKAR KUMAR JHA

Accounts Manager

EDUCATION

- **MBA** (International Business) 64%, from Sikkim Manipal University 2013.
- **B.Com.A/C (Hn.)** 68.5% from Lalit.Narayan.Mithila.Unv. Darbhanga 2001.
- **Certificate in computing** 77.3%, from I.G.N.O.U. New Delhi 2001.
- **Certificate in Export Import Management** from Indian Institute of Export Management Bangalore 2014.

PROFILE

Reliable Accounts Professional with excellent communication and caring skills, customer service-oriented and self-motivated. Thorough and attentive to detail in all professional matters.

CONTACT

PHONE:
9818613467

EMAIL:
shankarjhaforu@gmail.com

HOBBIES

Analyzing,
Music listening, Singing
and Travelling.

WORK EXPERIENCE

- Currently working with **Supertransystem Pvt Ltd** as a Manager.
- Four and half year's exp **Mamta Hospital (Gurugram)** as a Sr. Accountant.
- Four and half year's exp. with **Metro Umkal Hospitals Group**(Gurugram) as an Accounts officer
- Two and half year's exp. with Welvaart Trading (P) LTD New Delhi as an Accounts Manager.
- Two and half year's exp. with **P.C.Solutions (P) LTD New Delhi** as an Accounts Executive.

SKILLS

- Statement reconciliation and documentation.
- General Accounting and finalization Tally Based.
- Managing Payables and Receivables.
- Invoicing
- Staff recruiting
- Inventory control and Warehousing.
- GST
- Financing and Coordination with Banks

PERSONAL INFORMATION

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| • Mother's Name | : Late. Sawitri Devi |
| • Father's Name | : Late. Gopi Kant Jha (Principal) |
| • Date of Birth | : 31st Oct, 1980 |
| • Gender | : Male |
| • Permanent Address | : 237/B Jai Vihar Phase-2, Najafgarh, New Delhi-110043 |
| • Present Address | : 237/B Jai Vihar Phase-2, Najafgarh, New Delhi-110043 |
| • Marital Status | : Married |

- Nationality : Indian
- Religion : Hindu
- Languages Known : Hindi, English & Maithli

DECLARATION

I HEREBY DECLARE THAT ALL THE INFORMATION PROVIDED IN THE RESUME IS TRUE AND VERIFIED

SIGNATURE

PLACE