



Deepak JHA

Sector 16 C, Gaur City -2 , Noida Extention , Greter Noida West Uttar Pradesh-

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Summary: - Dependable, experienced and focused accounting professional. Strong interpersonal communication and leadership skills. Ability to work under tight deadlines

Areas of Expertise:-

- ✦ Good Knowledge of **SAP** ERP.
- ✦ Good Knowledge of **MIS**.
- ✦ Good Knowledge of **TDS**.
- ✦ Good Knowledge of **GST**
- ✦ Well versed with **Google Sheet**.
- ✦ Advanced Skill of **Microsoft Excel**.
- ✦ Good Knowledge of **Microsoft Outlook**
- ✦ Well versed with **Microsoft Word**.
- ✦ Accounting, Finalization of the accounts. Well versed with accounting Software.

Professional Training and Courses attended:-

- ✦ 12 Month Advance Diploma in Computer & Financial Accounting from InfoTech lyceum Darbhanga (Bihar).

Education:-

- ✦ **Graduation** :-Bachelor of Commerce from LNMU Darbhanga (Bihar) 2022
- ✦ **HSC (12th)** :- Intermediate of Commerce from BSEB Patna (Bihar) 2019
- ✦ **10th** :- V.H.S Ughara Darbhanga (Bihar) 2017

Work Experience:- 1. Spice Money Ltd. Noida (UP)

Designation:- Core Accountant Executive Period:- July 2022
To Sep-2023.

Spice Money is India's leading Rural Fintech company empowering merchants / nanopreneurs, called Spice Money Adhikaris through technology to cater to the digital and financial needs of rural citizens in India. Spice Money through its cutting edge technology and wide network of Spice Money Adhikaris, is bridging the gaps in access to various financial services for the masses across the length and breadth of India.

Key Responsibilities:-

- ‡ Day to Day, Vendor Invoice validate and Post In SAP.
- ‡ Account Payable
- ‡ Process Migo & Miro.
- ‡ Vendor Payment clearing in SAP.
- ‡ Vendors Flow up.
- ‡ Prepare and present MIS Report.
- ‡ Invoice Processing.
- ‡ Process some vendor Payments.
- ‡ Prepare E-Way bill .
- ‡ 2 way and 3 way Process flow
- ‡ Day wise other MIS report create & submitted to Senior Manager.
- ‡ Purchases and sale reconciliation.

Work Experience:- 2. Luxor Writing Instruments Pvt. Ltd.

Designation:- Account Executive Period:- Sep-2023 To Till Now.

Luxor, a proud 'Made in India' brand, is a pioneer in the Indian Writing Instruments industry and has completed 60 years since its inception in 1963.

The company has grown to become the leading writing instrument provider in the country as well as a significant global player in the industry

Key Responsibilities:-

- ✦ Account payable specialist..
- ✦ 2 way and 3 way Process flow.
- ✦ Check, Match, Process and Post Incoming Invoices..
- ✦ Prepaid Expenses & Fixed Assets.
- ✦ Import Invoice Check, Match and Post .
- ✦ Flow up to Storekeeper , purchases team
- ✦ Prepare and present MIS Report
- ✦ Execute Monthly Account payable Recon... And aging reports..
- ✦ All type of reconciliation (Vendor, Bank, GL & other)
- ✦ Generate purchase orders when necessary..
- ✦ Monthly GR-IR reconciliation plant basic & flow up with branch .
- ✦ Vendor On boarding in SAP ERP.
- ✦ Assist in streamlining and improving the accounts payable process
- ✦ Clearing F&F of Employee
- ✦ Support Internal and External Audit

Personal Details:-

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|----------------------|------------------------------------|
| ✦ Date of Birth | 8th July 2001 |
| ✦ Birth Place | Darbhanga (Bihar) |
| ✦ Marital Status/Sex | Unmarried/Male |
| ✦ Nationality | Indian |
| ✦ Father's Name | Chandramohan Jha |
| ✦ Mother's Name | Genda Devi |
| ✦ Nationality | Indian |
| ✦ Language Known | Hindi & English |
| ✦ Hobbies | listening music & internet surfing |

Declaration:-

I Hereby declare that the Information mentioned above is true to that best of my Knowledge and belief.

Date:-...../...../2024

(Deepak Jha)