

# NEERAJ KUMAR JAGA

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Seeking a challenging career in a dynamic and leading organization preferably in any Industry that would help me cultivate and nurture my skills with an opportunity to display my talent and become an asset to the organization.

## PROFILE & STRENGTHS

- ✓ Knowledge of Accounting & Audit Report, Finance Accounting
- ✓ Trail Balance, Bank Reconciliation & accounting.
- ✓ Knowledge of GST Return, GST Portal, TDS, Income Tax
- ✓ Profit & Loss, Balance Sheet,
- ✓ Inventory Mngement,
- ✓ Knowledge of vouchers sale, purchase , payment , Receipt, journal, Debit Note, credit Note, Bank , Way-will , Etc.
- ✓ Successfully working on the tally ERP 5.4, 6.3, 7.2 ,9.0 & Tally Prime Other Software
- ✓ Good Command on Ms-Office, Ms Excel, E-mail, Internat , Google Sheet , Google Drive

## PROFESSIONAL EXPERIENCE

Shiv-shkti Accounts Computers Lalsot

Shari Hari Kripa Faction jaipur

Hind processing Minearl karauli

Self Employee N.K. Accounting & Tax consultancy Services

MAY2016 to april 2017

TOTAL :- EXPERIENCE :- 8 year

### Account Executive

#### **Roles & Responsibilities:**

- ✓ Creation of Vouchers on daily bases.
- ✓ Maintain daily expenses of office & site.
- ✓ Handle daily cash & maintain cash book.
- ✓ Maintain accounting work in tally ERP 9
- ✓ Salary checking of all employees.
- ✓ Handle banking work & monthly bank reconciliation of company.
- ✓ Take Monthly Audit of all call canterers.
- ✓ Prepare GST , TDS, and Stock Summary on monthly bases.
- ✓ Create Dally Debtors & Creditors Report
- ✓ Accounting And office Management
- ✓ GST & Income Tax Return Filing

## EDUCATIONAL CREDENTIALS

- ✓ Master of commerce (ABST) Rajasthan university
- ✓ Certified Management Accountant CMA
- ✓ Bachelor of Commerce form Rajasthan University
- ✓ 12<sup>th</sup> Rajasthan Ajmer board passed in 2016
- ✓ 10<sup>th</sup> Rajasthan Ajmer board passed in 2014
- ✓ RSCIT V.M.O.U., Kota passed in 2015
- ✓ Tally ERP 9 1 Year diploma 2014

## PERSONAL DETAILS:-

Father's Name	:	Dayal Jaga
Mother's Name	:	Shila Jaga
Date of Birth	:	05-12-1998
Nationality	:	Indian
Marital Status	:	Married
Mobile No	:	9785723595
E-mail ID	:	jaganeeraj98@gmail.com
Permanent Address	:	VPO- Rajour , karauli , 322241

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(NEERAJ KUMAR JAGA )