

Pardeep Kumar Jha

New surjeet nagar , Street. No. 1, House no 206/3/7a/54
giaspura, Ludhiana.

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- SHARP INTERNATIONAL LTD.** August, 2021 - January, 2022
ACCOUNTS EXECUTIVE
 - Recording sales Voucher
 - Recording purchase Voucher
 - Recording Bank Voucher
 - Performing various other tasks included in office management
 - Inventory management
 - Marketing
- BENCHMARK MOTORS PVT.LTD.** AUG-2022 - TILL NOW
ACCOUNTS EXECUTIVE
 - Recording Day to Day accounting transactions
 - Reconciling Entries with Grn
 - Preparing Gst Return
 - Managing inventory
 - Preparing various reports Such as Salvage report and GSTR1, Outstanding report ,inventory report etc.
 - Communicating to the management

Education

- Welfare Public Sen. Sec. School** 2017
10th
76%
- Teja Singh Sutar Memorial Sen. Sec. School** 2019
12th
93.78%
- Scd. Govt. Clg.** 2022
B.com honours
86%
- PRACHEEN KALA KENDRA (CHANDIGARH)**
B.A (MUSIC) (VOCAL AND CLASSICAL)

Skills

- 1. Knowledge about various softwares such as Tally ,SAP, Excel, Ms-Office etc.
- 2. Experience in Marketing
- 3. Good and impressive communication skills

Interests

- CRICKET
- SINGING

Languages

- ENGLISH
- HINDI
- PUNJABI

DATE OF BIRTH

- 15 december, 2002