

CURRICULUM VITAE

RAVI KUMAR JHA

11B/2/1, BEDIA DANGA 2ND LANE
KOLKATA-700039

Contact No: 8961128102

E-mail id : jharavi064@gmail.com

CAREER OBJECTIVE:

Seeking responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the Company to achieve combined growth.

PROFESSIONAL QUALIFICATION:

- Qualified **Cost & Management Accountant (CMA)** in December, 2020 term with merit in final

ACADEMIC QUALIFICATION:

- High School from WBBSE in 2008
- Intermediate from WBCHSE in 2010 from commerce stream
- B.Com. from Calcutta University in 2013

COMPUTER SKILL:

- 100 hours computer training from ICMAI (The Institute of Cost and Management Accountants of India)
- Conversant in MS Office, Excel, Word & Power Point
- Exposure to Accounting Package Tally

WORK EXPERIENCES:

Micro System Foundations - Worked from 11th February, 2016 to 30th November, 2018
(As an Accounts Executive)

Food Corporation of India - Worked from 7th January, 2019 to 31st October, 2020
(As a Cost Trainee)

WORK EXPOSURES:

- Obtained Equity Share dealer certificate from NSE
- Preparation & Finalization of Accounts
- Filling of Income Tax Returns
- Preparation of BRS
- Internal Audit & Physical Verification
- Stock Audit at CCL
- Cash Handling
- Salary Process

EXTRA CURRICULAR ACTIVITIES/ HOBBIES:

- Associated with N.C.C.
- Gardening
- Listening Music

PERSONALITY TRAIT:

- Achiever
- Passionate
- Diligent
- Self Motivated
- Team Player

PERSONAL INFORMATION:

Father's Name	- RAJA NAND JHA
Date of Birth	- 08 NOVEMBER, 1992
Religion	- Hinduism
Nationality	- Indian
Marital status	- Single
Languages Known	- Hindi, English, Bengali and Maithili

DECLARATION:

I declare that the above mentioned details are true and correct.