



Santosh Kumar Jha

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ABOUT ME

- A focused professional offering **6+ years** of experience in Finance & Accounts, Internal Audit, Budget Planning and Statutory Compliance
- Skills in managing Finalization of Accounts and year-end financial statement within the stipulated time; collaborated with statutory/internal auditor for timely completion of audits
- Consistent success in maximizing financial performance; showed acumen in driving financial growth and enhancing performance of the teams
- Gained exposure in liaising with banks for day-to-day cash requirements as well as collections & remittances
- Proficient in preparing & maintaining statutory books of accounts and reconciling financial statements in compliance with the norms to present a true and fair view of the financial position of the company
- Working knowledge of accounting software JDE,Precision, Oracle , SAP & Tally
- An effective communicator with honed people management, analytical & coordination skills

WORK EXPERIENCE

Team Lead

Tata Consultancy Services (TCS) [06/10/2022 – 03/02/2023]

City: Nagpur

Country: India

- Handling a Team of 15 people for US & Canada Geo and work allocation
- Regulating the entire cycle of fixed asset process to finalization of accounts including capitalization, addition & disposal of assets
- Performing reconciliations of general ledger, fixed asset maintenance, and cash flow control
- Examining general ledger accounts by creating journal entries; analysing & reconciling accounts payable ledgers and preparing fixed asset depreciation and accruals on monthly basis
- Maintaining fixed asset register, calculating depreciation, and reviewing validation report & preliminary depreciation report before final run
- Preparing the cash flow statement, audit reports, PPE flow statement, asset sales report and other financial reports to track financial performance
- Managing receivable balance confirmations, aging analysis, bad debts provisions, writing of bad debts provision with management approval; contributing in the set off payable and aging analysis
- Reconciling financial discrepancies by collecting & analysing account information; preparing monthly & quarterly reconciliation of Balance Sheet accounts
- Resolving open items in account and sub-ledger reconciliations within 90 days
- Administering black line check report during month end and reporting to the clients; creating journal workflow for manual postings
- Handling client calls and audit requests related to the entire process.

Senior Analyst

Price Waterhouse Coopers (PwC) [04/10/2021 – 01/04/2022]

City: Gurugram

Country: India

- Preparations of Bank Reconciliations Statements for Fortnightly & Monthly for 72 Bank accounts
- Preparations of BRS-Dashboard Fortnightly & Monthly
- Preparing B/s & P/L Schedules Specially for Prepaid & Accruals
- Reviewing and processing the month end Journals as per the defined process and SOP's
- Carrying out month end activities such as reconciliations (Bank), Journals, inter company billings and transfers
- Providing accurate schedules along with commentaries for financial leadership team of PwC.
- Providing support to teams on review of data shared with Auditors for Revenue and period end financial.

Senior paid Assistant

D P G & Associates (Chartered Accountants) [01/06/2019 – 30/08/2021]

City: Delhi

Country: India

Article Trainee

VMCA & Associates (Chartered Accountants) [28/03/2016 – 31/03/2019]

City: delhi

Country: India

Key Highlights-Above Chartered Firms

1. Prepared and presented the final accounts (Balance Sheet & Profit and loss A/c)
2. Assisted in financial audit and preparation of Final accounts of client firms and companies.
3. Maintained the accounting data of different organizations.
4. Crosschecked bank reconciliations, debit and credit notes and invoices.
5. Verification of debtors and creditors.
6. Compilation of balance sheets and company accounts and preparation of reports for auditing.
7. Maintained the company's financial data records.
8. Recording daily vouchers of income and expenses in Tally ERP.9
9. Statutory Audit of Private Limited Companies.
10. Internal Audit of Private Limited Companies.
11. Compliance with Accounting Standards and Companies Act.
12. GST Returns, Income Tax Returns, ROC Compliance, CO. Incorporations

EDUCATION AND TRAINING

CA Final Group 1

The Institute Of Chartered Accountants Of India (ICAI) [06/06/2019 – 06/06/2020]

City: delhi

Country: India

Website: www.icai.org

CA Inter (Semi Qualified CA)

The Institute Of Chartered Accountants Of India (ICAI) [01/11/2015 – 01/11/2019]

City: delhi

Country: India

Website: www.icai.org

Field(s) of study: Accounts & Audit

12th (Higher Secondary Education)

Central Board Of Secondary Education [06/06/2009 – 06/06/2011]

City: delhi

Country: India

Website: <https://www.cbse.gov.in>

10th

HSEB Board

Website: <https://www.neb.gov.np/>

LANGUAGE SKILLS

Mother tongue(s): **Nepali** | **Maithili**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

French

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Microsoft Powerpoint / Microsoft Excel

INFORMATION TECHNOLOGY

Advance Information Technology Training Courses

[01/03/2012 – 30/04/2018]

Advance Information Technology Training Courses-- April 2018 (ICAI)

Advance Management And Communication Course GMCS June --2018 (ICAI)

Information Technology Training Course February-- 2012(ICAI)

Orientation Programme March --2016 (ICAI)