CURRICULUM VITAE

**PRAMOD KUMAR OJHA**

C/o M.P. Arya

B-1/1 Arawali Apartments Sector-34

Noida 201301 Gautam Budh Nagar E-mail: [pojha3972@gmail.com](mailto:pojha3972@gmail.com)

 : 08476038480, 09958230655

CAREER OBJECTIVE:-

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

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WORK EXPERIENCE

Designation: Senior Executive Finance & Accounts Jan 2011 to till Date

Organization : Rama Groups of Institutions Noida (U.P.)

**Jobs & Responsibilities:-**

* Book keeping up to finalization of accounts.
* Bank reconciliation, MIS Reports, Cashbook & daybook.
* Sundry debtors and creditors reconciliation and keeping a records of Payables and

Receivables, Set off schedule, Retention money.

* Inter Branch Reconciliation.
* Banking - RTGS, NEFT, Bank Guarantee,DD, payment schedule, Transfer Payments,

Timely deposit.

* Verification of staff travelling expenses, vouching of documents and other reimbursement.
* Disbursement of salary transfer and Payroll.
* Timely payment of TDS, PF and other statutory compliances.
* Verification of vendor Bills and supportive.
* Daily and weekly preparation of various reports, cash flow, ageing of outstanding payments.

Designation: Accounts cum Audit Assistant. June 09 to Oct 10

Organization : G D Dubey & Associates.

**Jobs & responsibilities:-**

* Bank Reconciliation.
* Prepares Internal Audit Report.
* Preparing of Vouchers, Cheques, Cash Book, Journal Book, Ledger, Payment, and Receipt.

EDUCATIONAL QUALIFICATION:-

* MBA in Finance from Amity University
* B.Com. from D.D.U. Gorakhpur University in 2009
* Intermediate from U.P. Board in 2005
* High schoolfrom U.P. Board in 2003

PROFESSIONAL QUALIFICATION:-

* Completed Certified Industrial Accountant course from The Institute of Computer Accountant (A UNIT OF ICA INFOTECH PVT. LTD) (ICA ISO 9001 INSTITUTE).

COMPUTER AWARENESS:-

* M.S. Office, Internet, Advanced Excel.
* Tally (ERP 9.0, Beta)
* Busy (3.5)

HOBBIES:-

* Listening music, watching movies.

PERSONAL INFORMATION:-

Father’s Name : Mr. Akhilesh Kumar Ojha

Date of Birth : 05th April, 1989

Gender : Male

Marital Status : Single

Languages Known : Hindi, English

Nationality : Indian

Contact No. : 08476038480, 09958230655

DATE: ………..

PLACE: ………. (PRAMOD KUMAR OJHA)