SUCHIT KUMAR JHA
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CAREER OBJECTIVE

Accounts Executive with 4+ years of experience in accounting, GST, TDS, and finalization of books. Seeking a challenging role in a growth-oriented organization to contribute through strong accounting and compliance skills.

PROFESSIONAL SUMMARY

- 4+ years of experience in Accounting & Finance
- Strong knowledge of GST, TDS, and Income Tax compliance
- Hands-on experience in book finalization and reconciliations
- Proficient in Tally Prime and MS Excel

WORK EXPERIENCE

Accounts Executive – MSV International Inc, Gurgaon (Jun 2025 – Present)

- Debtors and creditors accounting
- Receivable and payable reconciliation
- Vendor payment processing
- Ledger and bank reconciliation
- GST return filing (GSTR-1, GSTR-3B)
- TDS working and challan preparation
- Income Tax registration and filing
- Book finalization and petty cash handling

Accounts Executive – Zucol Services Pvt. Ltd., Gurgaon (Nov 2021 – May 2025)

- Day-to-day accounting entries in Tally
- Debtors and creditors management
- Bank and ledger reconciliation
- GST return filing and TDS compliance
- Vendor payment and petty cash handling

EDUCATION

- B.Com – Lalit Narayan Mithila University, Bihar (2017)
- Class 12 (Commerce) – BSEB, Patna (2014)
- Class 10 – BSEB, Patna (2012)

SKILLS

- Tally Prime
- MS Excel & Word
- GST, TDS & Income Tax
- Bank & Ledger Reconciliation