

CURRICULUM-VITAE

LOKESH KUMAR

ADDRESS:

House No. 132, Baljit Nagar,
Near Shadipur Metro Station,
New Delhi

Phone No:

Mob: +91- 8218832937
+91- 7895722121

Email:lokeshkumarpathrawal
@gmail.com

Personal Strengths:

- Learn from faults & mistakes
- Adaptability and willingness to learn.

Hobbies:

- Reading Books
- Playing cricket

Permanent Address:

House No. 138, Village
Achhrounda, Post. Partapur,
Distt. Meerut (U.P)

Personal Data:

Date of Birth : 10th July 1992
Father's Name : Sh. Om
Prakash
Sex : Male
Nationality : Indian
Marital Status : Single

CAREER OBJECTIVE

- Seeking to learn and utilize my skills and knowledge in an organization that offers my professional growth and an opportunity to setup an extra milestone in the field of Accounting.

ACADEMIC QUALIFICATIONS

- M BA From Abdul Kalam Technical University in 2015
- B.Com from CCS University in 2013
- 12th from U.P Board in 2010
- 10th from U.P. Board in 2007.

WORK EXPERIENCE

COMPANY : **DIPTI ELECTRICALS**
ADDRESS : G-26, Sector-6, Noida (U.P).
POST : **Accountant**
DATE OF JOINING : June-2017 to Current.
DESCRIPTION : **Manufacturers of Fan Blade and Fan Parts.**

KEY RESPONSIBILITIES:

Accounts:-

- Accounting related matters like bookkeeping (i.e. Journal Entries, Purchase & Sale Entries, GST, VAT/CST Adjustment Entries, TDS, and Service Tax Entries in Tally ERP 9.0 Package.
- Maintain Purchase Accounts (i.e. Local Purchase, Central Purchase Invoice proper checking & book in Tally Software, And Forms Issues to Suppliers (i.e. Form-C, Form-F, and Form-D, Form 38) generation.
- Maintain Sales Accounts (i.e. Invoice generation as per Purchase Order & Packing List of Party, Prepare Monthly Debtors Records and Issue Reminder Letter for Pending Form-C on Quarterly basis.
- Proper Checking Transporter Bill as per Quotation & Payment monthly basis.
- Prepare Monthly Stock Statement & Deposits all Bill (i.e. Telephone, Electricity, Water & Internet etc.)
- Banking Work (i.e. Payment to Suppliers & Others through Cheque /DD/ NEFT/RTGS etc.) And Prepare Passbook as per daily basis & Bank Reconciliation Monthly Basis.
- Accounts Receivable & Accounts Payable & Vendor reconcile.
- Responsible for Co- Ordination with Auditors.

Taxation:-

- Fully Knowledge of GST Compliance, GSTR-1, GSTR-2, GSTR-3B,ITC 04 RCM
- Fully Knowledge of UP VAT, Return records like Annexure A, Annexure B
- Entry Tax Calculation & Deposits.
- Knowledge of Service Tax Calculation & Deposits monthly basis.
- Deposits of TDS deducted & Preparation of TDS Return.

Proficiency : English, Hindi

- Keeping abreast of changes in accounting and taxation regulations.

PREVIOUS EMPLOYER

COMPANY : SARU AIKOH CHEMICALS LTD
ADDRESS : A-2, PARTAPUR INDUSTRIAL AREA, MEERUT
POST : Asst. Accountant
DATE OF JOINING : April-2012 to Jun-2017.
DESCRIPTION : Manufacturers of Foundry Fluxes and Chemicals.

KEY RESPONSIBILITIES:

Accounts:-

- Accounting related matters like bookkeeping (i.e. Journal Entries, Purchase & Sale Entries, VAT/CST Adjustment Entries, TDS, and Service Tax Entries in Tally ERP 9.0 Package.
- Maintain Purchase Accounts (i.e. Local Purchase, Central Purchase & Import Purchase Invoice proper checking & book in Tally Software, And Forms Issues to Suppliers (i.e. Form-C, Form-F, and Form-D, Form 38, Form-21)generation.
- Maintain Sales Accounts (i.e, Invoice generation as per Purchase Order & Packing List of Party, Prepare Monthly Debtors Records and Issue Reminder Letter for Pending Form-C on Quarterly basis.
- Proper Checking Transporter Bill as per Quotation & Payment monthly basis.
- Handle Petty Cash Accounts.
- Prepare Monthly Stock Statement & Deposits all Bill (i.e. Telephone, Electricity, Water & Internet etc.)
- Banking Work (i.e. Payment to Suppliers & Others through Cheque /DD/ NEFT/RTGS etc.) And Prepare Passbook as per daily basis & Bank Reconciliation Monthly Basis.
- Maintain Salary Register , ESI Registers and Employees related Payments.
- Accounts Receivable & Accounts Payable & Vendor reconcile.
- Responsible for Co- Ordination with Auditors.

PROFESSIONAL QUALIFICATION

- Diploma in Professional Accounting from Krishna Institute of Computer Education .
- Software Package: MS office (Word, Excel, Power Point etc.)& Internet.
- Accounting Package-**Tally ERP 9.**
- Operating System: Window XP & Window 2007.

DECLARATION

- I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:

Date:

(Lokesh Kumar)