

CURRICULUM VITAE

LOKESH KUMAR

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H no-156 VILL-GOTHRA MOHABTABAD, POST-PALI FARIDABAD

Mobile no.- 9953314701

OBJECTIVE

Looking forward to build career in an organization where I can improve my ability, interests and knowledge into meaningful contribution towards meeting the organizational goals.

EDUCATION

- ❖ Perusing **LLB 2nd** year from Dr. Bhimrao Ambedkar University Aagra.
- ❖ M.com Passed in Swami vivekanand University.
- ❖ B.com Passed in Maharishi Dayanand University Rohtak.
- ❖ 12th passed in CBSE (Rawal international school Faridabad)
- ❖ 10th passed in CBSE(Rawal international school Faridabad)

PROFESSIONAL QUALIFICATIONS & COMPUTER SKILLS.

- ❖ Basic computer and tally ERP 9.
- ❖ Six months accounts training from **A.B.K INSTITUTE**

WORK EXPERIENCE

- ❖ Worked in **R.K.Chaudhary Associates** Faridabad as an Assistant Accountant ,3 year experience from 2017 to till.
- ❖ Self Employee part time.

WORK PROFILE

Book keeping.

- ❖ Sale, purchase, bank data entry.
- ❖ Invoices created.
- ❖ Prepare P&L & Balance Sheet.
- ❖ Ledger maintenance & bank reconciliation.
- ❖ Data mailing on the excel sheet.

Knowledge of GST.

- ❖ E way bill
- ❖ GST R1 & GST R3B filing
- ❖ Income tax return filing
- ❖ TDS & TCS return filing.
- ❖ Reconcile data from GST Portal 2A

And other Good knowledge for Accounts and GST.

STRENGTH

- ❖ Positive Thinking
- ❖ Hardworking.
- ❖ Punctual.
- ❖ Confident.

PERSONAL DETAILS

Father's Name : Mr. Sher singh.
Date of Birth : 09 December 1997.
Languages known : English and Hindi
Gender : Male
Marital status : Married

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... **Place : Faridabad , Delhi -NCR**