

LOKESH PANWAR

Permanent Address: -

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Shastri Nagar Delhi, 110052

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Career Object

Secure a responsible Position in account management ,sharing my **14 year** of experience and advanced accounting abilities to effect employer growth and success.

Education

- Graduate Degree in **Commerce** from **D.A.V college Dehradun** in 2004.

Professional Courses & Certifications

- M.S. Office
- Tally Accounting
- Billing/Invoice Software
- Adobe Photoshop

Technical Exposure

- Having knowledge of ISO9001, ISO14001, OSHAS18001
6 SIGMA.

Technical Skills

- Cash Flow Analysis
- Standard Costing
- Marginal Costing

Work Experience

Sr. Accountant

November 2011 – Present

Delhi

Currently working as a **Accountant Executive** in **Indian Legends Holidays Pvt. Ltd.**

looking after the following area.

- Prepared journal entries ,complete general ledger operations monthly ,year end closings and draw up financial reports.

Core Comptencies

Understanding of Finanace



- Budgetary Costing ,Collection and Account Analysis.

Customer Relationship Management



Multi-tasking



Excellent time management



Possesses a strong character/ethical core-distinctly knows the different between what is right vs. doing the right thing.



Organizational Skills

- Manage accounting activities to ensure compliance with accounting principles, policies and external audits.
- Prepare accurate ,timely financial reports of company expenditures following the established schedule.
- Monitor the status of transactions and coding structure to ensure alignment with company policy and guidelines.
- Review and analyze the balance sheet ,income statement ,cash flow statement ,and variance narratives.
- Reconcile and maintain balance sheet accounts and budgeting forecasting .
- Administer accounts receivable and accounts payable from our banks and treasury.
- Assisted preparation and coordination of the audit process implementing and maintain internal financial controls and procedures
- Reviewed the viability of establishment a more efficient accounting process to ensure effective execution of functions

Accountant Executive

Hotel Connection India

05/2005 – 04/2011

Delhi

- Oversaw the company general account operations by strategically controlling and verifying financial transactions.
- Collected and analyzed clients data and financial transactions documenting accounting control procedures.
- Maintained financial records and ensure proper recording of operations required to the financial workflow.
- Handled our account banks and confirm the balances with our system.
- Prepared month end balance sheet reconciliation including but not limited to recording transactions ,creating reports tracking income , and checking expense figures for accuracy and legitimacy.
- Prepared profit and loss statements and other financial reports ,including vendor list price.
- Coordinate with Tour guide for further tour action Plan.
- Billing/ invoice and Accounting in the operational Field .

Other Details

Languages Known: English, Hindi

Date of Birth : 02-04-1984

Marital Status: Married

I certify the above information is true to the best of my knowledge.

Place: Delhi

(Lokesh)

