**LOKESH S**

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| **Address**-#94, 1st Floor, 5th Cross, babureddy layout, bhuvaneshwari nagar, manoranyanapalya, r t nagar, post, Bangalore-560032  **Mobile no**: +91-9066317735.  **Email Id**- lokeshyahoo321@gmail.com |

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| ***PERSONAL PROFILE*** |

Well qualified and result oriented professional having 6 months of successful experience in position of increasing responsibilities and duties, with track record of consistently meeting goals, exceeded expectations and even proved as a brilliant assist of Tally ERP. Team player with polished communication skills, verbal, written, interpersonal and presentations.

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| ***CAREER OBJECTIVES*** |

Intend to build a career with leading companies comprising of hi-tech environment which will help me to enhance my skills and strength in conjunction with the organizations goals and objectives.

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| ***Work History*** |

Intership voluntary work in music school as an ‘**Accounts Assistant’** from Mar-2018 to Jan-2019.

Worked in **Soatech Solution Pvt Ltd** as an ‘**Accounts Executive**’ from Feb-2019 to July-2019.

**Role & Responsibilities:**

* Raising Invoices & assisting invoices.
* Following up with bills payable and bills receivable.
* Day to day transaction entries in Tally ERP
* Entries in GST & TDS
* Working in Excel
* Tracking with Sundry debtors & Sundry creditors.
* Bank reconciliation
* Making payments

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| ***KEYSKILLS*** |

* Good in Accounting and Taxes.
* Good presentation Skills, Co-operative and was always accurate on multi-tasking.
* Basic knowledge in Excel & Word
* Can handle queries and changes efficiently.
* Ability to work under pressure
* Self-motivation

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| ***COMPUTER SKILLS*** |

* Certified in ‘TALLY ERP.9’
* Certified in ‘SAP FICO’ (Financial Accounting)
* Basic Computer Knowledge

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| ***EDUCATIONAL QUALIFICATIONS*** |

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| 2015 to 2018 | **Bachelor of commerce (B.com in Accounts)**  Seshadripuram Degree College  Seshadripuram, Bangalore-20 | Aggregate 73.91% marks |

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| 2013 to 2015 | **PUC (Commerce)**  Bharathi P U College  R T Nagar, Bangalore-32 | Aggregate 64.83% marks |

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| 2008 to 2013 | **SSLC**  Newton Public School  R T Nagar, Bangalore-32 | Aggregate 45% marks |

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| ***PERSONAL DETAILS:*** |

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| Father's name  Mother’ name  Date of Birth  Marital status  Languages known  Strengths    Hobbies  Teamwork skills  Trainings | * Subramanyam V * Vijaya * 10thJuly 1996 * Unmarried * English, Kannada, Telugu, Tamil & Hindi. * Hardworking, Energetic, Sincere, Cooperative, Optimistic,      Positive thinking, Leadership qualities, Enthusiastic with      Initiative to learn and ability to succeed.   * Drawing, painting, cycling. * Career Building, Presentation Skills, Business Communication |

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| ***Declaration*** |

I hereby declare that all the statements made above are true and complete to the best of my knowledge and belief, nothing has been concealed/distorted.

Place: Bangalore                                                                                                           Signature

Date  :                                                                                                               Lokesh S