

## **CURRICULUM VITAE**

### **VIKAS LALIT MANDAL**

E-mail: vikasmandal.222@gmail.com

Address.: Room No.: 991 Lane NO.: 3 / 3 Ganesh Murti Nagar  
Cuffe Parade Colaba Mumbai – 400005

#### **Objective**

“Work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization **objective.**”

#### **Work Experience**

**Company Name:** : **Astoria Hotel Churchgate**  
**Position Held** : **Accountant**  
**Duration** : **24th of May 2018 to Till Now**

#### **Responsibilities**

- ❖ Knowledge of entire Accounting / Document Management and clerical jobs of the company.
- ❖ Recording of expenses & Purchases and materials delivery.
- ❖ Keep and track all company related documents like, Proposals, Purchase orders, and retrieve them in no time, when required by the relevant employees.
- ❖ Installation and back up of Tally.
- ❖ Maintaining the books of accounts.
- ❖ Receipt, issue, and inventory control of material.
- ❖ Vendor Payments done by NEFT & CHEQUE
- ❖ Bank deposits, Bank reconciliation.
- ❖ Preparation of Month end GST 2B Report & 2A Matching
- ❖ Checking vouchers with supporting documents.
- ❖ Checking all the tax related documents.
- ❖ Preparation of individual salary statements on monthly basis.

- **Working with Aditya Birla & TATA AIA as a Health Insurance Advisor.**

Course	University/Board	Percentage / CGPA
B. Com (BANKING & INSURANCE)	Sydenham College of Commerce & Economics (Mumbai University)	6 CGPA
10+ 2 (12th Standard) (Commerce)	Kendriya Vidyalaya No.1 Colaba (CBSE)	68.67%
S.S.C	Kendriya Vidyalaya No.1 Colaba (CBSE)	6.8 CGPA

**Computer skills**

Basic Knowledge of Computer with Microsoft office  
Tally Prime  
Tally ERP-9  
Ms - Excel

**Personal traits**

Ability to learn new things fast  
Takes responsibility, creative  
Self-confident with positive mind set

**Languages Known**

English, Hindi

**Strengths and Weaknesses:**

Sr no.	Strengths
1	Honest
2	Openminded
	<b>Weaknesses</b>
1	Expect too much from Colleagues
2	Asking for Help

**Personal Information**

Contact No : 9619866933 / 9619761678  
Sex : Male  
Date of Birth : 10<sup>th</sup> June 1998  
Nationality : Indian  
Religion & Community : Hindu  
Languages Known : English and Hindi  
Marital status : Single

**DECLARATION**

I hereby declare that the above-mentioned details are true to best of my knowledge and belief

Place: Mumbai

**Vikas L. Mandal**

DATE.: