

RESUME

Mukesh Kumar

H No.C-403
Jallam Mohalla
Tughlakabad Village
New Delhi-110044
Mob. No- 9540232830
Email:veers7849@gmail.com



CAREER OBJECTIVES:

To Utilize my skill & work towards building a challenging career in a growth oriented & Leading organization & values individual contribution towards the smooth running of the Organization. I want to get experience about market and professional work along my studies.

ACADEMIC QUALIFICATION:

- Pursuing M.Com from IGNOU.
- B. COM final from Bihar Board.
- 12th passed from Bihar Board.
- 10th passed from CBSE Board.

EXTRA QUALIFICATION:

- Advance Diploma in Financial Accounting & Business Taxation (NIFM)
- Tally ERP 9.
- Busy Accounting Software.
- Basic Computer Knowledge.
- MS Office: Word, Power point & Excel Knowledge.

KEY SKILLS:

- Bank Reconciliation.
- GST& TDS.
- Accounts payable (NEFT, RTGS, cheque & online payments).
- Expertise in all kinds of entries (Purchase, Sales, Receipt, payment, journal & contra).
- Debit note and Credit note
- E-way bill. Sale bill, Performa invoice
- Inventory Management.
- Team Management, Leadership Qualities.

WORK EXPERIENCE:

- 2 year experience in **Home credit** as a junior accountant.
- 1 year working experience in **Ooms Polymer Bitumen Modified PVT. LTD.**

STRENGTHS:

- Confident, Task Adaptability.
- Honest, Sincere, Quick Learning Capability.
- Reliable, Disciplined, Hard working.
- Habitual in working with team and always think the Positive Thinking.

PERSONAL DETAIL:

- | | | |
|------------------|---|----------------------|
| ➤ Father's Name | : | Mr. Bal Mukund Yadav |
| ➤ Date Of Birth | : | 17/11/1998 |
| ➤ Marital Status | : | Unmarried |
| ➤ Gender | : | Male |
| ➤ Nationality | : | Indian |
| ➤ Religious | : | Hindu |
| ➤ Language Known | : | Hindi & English |

Place:

Date:

Mukesh Kumar