

# RESUME

## **Mukesh Kumar**

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Jallam Mohalla  
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### **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.
- 12<sup>th</sup> passed from Bihar Board.
- 10<sup>th</sup> 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**