|  |  |
| --- | --- |
| CURRICULUM VITAEName: **Lester****Lester.350126@2freemail.com** |  |

Subject: Application for the post ofAccountant

VisitVisa: May 29, 2017

**Career Objectives:**To work in a highly motivating and dynamic organization where I can utilize the best of my talents and skills for the success and growth of the organization and provide a gateway for my higher career prospects. I am looking for a challenging position that offers continuous professional growth.

Educational Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Exam | Exam Body | **Year of Passing** | **Class** |
| M.Com | MangaloreUniversity | 2016 | First |
| B.com | MangaloreUniversity | 2014 | High Second |
| P.U.C | Karnataka Education Board | 2011 | First  |
| S.S.L.C | Karnataka Education Board | 2008 | Second |

Work Experience:

1. Working with Hydroma India Private Limited, Bangalore- India

(Hydraulic Gear Box Production Company)

Duration : 15-06-2016 to 28-02-2017.

Designation : Junior Accountant.

Duties & Responsibilities:

* Writing books of accounts in Tally.
* Making Goods Receipt Entries.
* Making the Documents for Imports As well as for Exports.
* Cash Inflow and Outflow Statement.
* Statutory payments And the Statements.
* Preparing the monthly Profit and Loss Account.
* Stock Updating and Making verification manually.
* Checking of Bank Reconciliation Statement.
* Preparing invoices, filling the documents in proper files.
* Entering petty cash entries in excel and posting in Tally.
* Preparing report of receivables.
* Preparing report of payables.
* Entering Data into Excel sheet.
* Answer telephone calls and reply telephone calls.
* Greet visitors; ascertain nature of business and direct visitors to appropriate person.

**Capabilities:**

* Accounting Packages Known : Tally ERP 9
* Operating Systems known : Windows 95,98,MS Office
* Computer Skill : Diploma in Computer Application

**Extra – curricular Activities:**

* Participated in a National level conference on “FINANCIAL SECTOR REFORMS”
* Participated a paper titled “HUMAN RIGHTS AWARENESS: A WAY TO REDUCE POST DISASTER STRAIN” in SANCHALANA-2016 a state level conference on “PROFESSIONAL SOCIAL WORK PERSPECTIVES AND INTERVENTION IN DISASTER MANAGEMENT”.
* Participated in State Level conference on ROLE OF CONSUMER FORUM IN PROTECTING CONSUMER RIGHT”
* Participated in National Conference on “LIFE AND LIVING OF SWAMI VIVEKANANDA AND HIS TEACHINGS TO MANKIND”
* Candidate of National Cadet Corps (NCC)