

Lakshay sharma
E-mail:lakshay.dtsfi@gmail.com

+91-8010454539

C/O- Om Prakassh
H.NO 212 Village and Post Nistoli Distt. Ghaziabad.

Objective

Seeking excellence in the chosen professional field through self motivation, hard work and augmentation of core skills requires for effectively delivering the goods. Believe strongly in their concept of work through positive motivation. The career planning consists of effective implementation of given task and responsibilities.

Experience

- ✎ MB and Associates LLP (CA Firm) as an accountant April 2018 to Feb 2020 .
- ✎ I have Two years of experience

Key deliverables

- Excellence in Excel Work.
- ✎ Maintain Accounting (Tally work)
- ✎ E-filing I.T.R , GSTIN Return, TDS Return.
- ✎ Speacial Additional Duty (SAD) Work.
- ✎ Attending Inbound calls and provide product Information.
- ✎ Short out Queries.
- ✎ Bank audit
- ✎ Auditing and tax audit

Educational Qualification

- ✎ 10th from (C.B.S.E.) Borad in 2011
- ✎ 12th from (C.B.S.E.) Board in 2013
- ✎ B.Com from (D.U.) SOL in 2017

Computer Proficiency

- ✎ M.S OFFICE ,M.S EXCEL.
- ✎ INTERNET SURFING.
- ✎ T ALLY ERP 9,BUSY.

Key Skills

Good understanding of Human Behavior, keen desire to achieve Success, Self Discipline, Optimistic attitude, Good planning skills, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

Languages Known

- ✎ English (WRS)
- ✎ Hindi (WRS)

Hobbies

- ✎ Searching new stuffs regarding accountancy.
- ✎ Listen music.
- ✎ Internet surfing

Personal Information

Current Address	: H.NO.212 Village and Post Nistoli Distt. Ghaziabad UP.
Date of Birth	: 15/03/1995
Gender	: Male
Nationality	: Indian
Marital Status	: Unmarried
Language Known	: Hindi and English

Declaration

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

DATE :