

CURRICULUM VITAE

Lalit Kumar

H. No: BQ 59 D Block

Area & Post -Shalimarbagh

North West Delhi-110088

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Career Objective:

- Seeking and challenging assignment in Accounts & Finance and operations to contribute my best knowledge and skill for the development and growth of the organization.

Academic Qualification:

Stage	Course	University/Board	P.Year	Marks	Division
PG	MBA	IGNU Delhi	-		
Degree	B.Com. (Hons)	Delhi University	2016	65 %	2 nd
10+2	I.Com	NVS CBSE	2013	82 %	1 st
10 th	All	NVS CBSE	2011	85 %	1 st

Professional Qualification:

- CIA (Certified Industrial Accountant from ICA (The Institute of Computer Accountants) .New Delhi

Job Experience:

- Architects Infrastructure Developers Pvt. Ltd. -Accounts -2 Year
- Nidhi Impex Pvt. Ltd. & Import Export. - Accounts - 4 Years Exp.

Computer Proficiency:

- Basic Knowledge of Computer
 - ✓ MS Office 2013 (Word, Excel, PPT, Outlook & Internet)
 - ✓ Tally ERP 9 (TDS, GST & Payroll)
 - ✓ Advance Excel 2013. & MIS
 - ✓ Busy 18.

Achievements:

- Get Scholarship By **HRD** (Human Resource Development)
- Get Certificate of Sports Quota cluster & regional Level in **NVS**
- Get Certificate of **Appreciation** by **ICA** (Institute of Computer Accountant)
- CIA Certification (Certified Industrial Accountant Certification)

Strength:

- Diligence & Punctual
- I Believe In Team Work
- Quick Learner & Doing Smart Work.

Hobbies:

- Browsing Internet & Listening Music

Personal Details:

Date of birth : 25th August 1994
Language : Hindi & English
Nationality : Indian

Declaration:

I hereby declare all the above mention information is true to the best of my knowledge.

Date: ____/____/____

Place: Delhi

(Lalit Kumar)