RESUME

MANNU LAL

C-4, Bilashpur camp Molarband

Badarpur-110044

Mo No.: 8700953090

Email: - mannulal730@gmail.com

**CAREER OBJECTIVE:**

To work in a competitive environment, this is conducive to personal growth and also presents opportunities that enable an individual to make positive contribution to organization.

**QUALIFICATION ACADEMIC**

* 10th Passed from U.P. Board
* 12th Passed from U.P: Board
* Graduation (B.Com) Passed From Allahabad University

**PROFESSIONAL QUALIFICATION:**

* One year Diploma in Professional Diploma in Computer Application and Programming from F-TEC NO.1 Institute in Badarpur New Delhi.
* Six month Diploma in Banking and Finance Advisor from F-TEC NO.1 Institute in Badarpur New Delhi.

**KEY SKILLS:**

* M.S. Word, Excel and Internet
* Tally.ERP9.0 , Tally 9.0,
* Bank Reconciliation, Vendor Account Reconciliation, Book Keeping.
* Sale ,Purchase, Making Invoice.
* Journal Accounting, Payment ,Receipt, Contra All Order entries in Tally
* Making Cheque Writing.
* Vat ,Tds ,Tcs
* Issue Debit note and Credit note
* Knowledge of GST and return filling
* Knowledge of Shipping Bill submission to bank and all export matter.
* Trail Balance, Balance sheet.

**EXPERIENCE:**

1. I have worked with Venus Enterprisesin Okhla Industrial Area, phase-1 New Delhi. 1 Feb **2012** to 31 May **2015**. the post of as a Accountant in Foreign Liquor Company.
2. I have worked with Dharmender & Associates The post of as a Accounts executive in CA Firm. the Period of 1 June **2015** to 31 Jan **2016**.
3. I have worked with R.K. Engineers. The post of as a Sr. Accountant in electrical, mechanical and Construction company.The Period Of 1 February **2016** to 28 Feb **2018**.
4. I have worked with Focus Suites Solutions & Services Pvt. Ltd. The Post of as Sr. Accountant the Period of 6 March **2018** to 31 Jan **2019.**
5. I am present time working with Upani India Pvt Ltd. The Post of as Sr. Accountant The Period of 1 Feb 2019 to till date.

**HOBBIES:**

* Internet suffering and also listening music.

**PERSONAL DETAILS:**

Father Name Shri Swami Nath

Date of Birth 1st January 1991

Nationality Indian

Marital Status Unmarried

Gender Male

Place:

Date:

**Mannu Lal**