

# CURRICULUM VITAE

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Neelesh Kumar

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## OBJECTIVE

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Looking for a challenging and rewarding position where I can effectively utilize my knowledge, skill and my passion for accounts and can grow and increase my knowledge to serve the company in the best way possible.

## ACADEMIC QUALIFICATION

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- B.COM(Programme) from DU sol
- 12th from CBSE Board
- 10th from CBSE Board

## WORKING EXPERIENCE

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- Six months experience in a Firm- CA Pranay Singhal And Company.
- Working Knowledge of tally.
- Filing form GSTR 1 and GSTR 3B.
- Know how to do GST registrations.
- Reconciliation of Gstr 2A
- Knowledge of MS Excel (VLOOKUP, Hlookup, VLOOKUP match, index match, index match match, Pivot table, Pivot chart, slicer, formulas, etc.).
- Worked in MS word and PowerPoint.
- Worked in Yuvan Automobiles as an Assistant Accountant and Sales Man for a year.
- Generate Invoice, Registration of vehicles at Parivahan site, Payment of registration fee, etc.
- Ready documentation related to registration of vehicles, then scan of documents and upload documents at parivahan site.
- Printing of RC (Registration Certificate).
- Create Insurance policy at Universal Sompo and The New India Assurance Site.
- Preparing retail in excel sheet.
- Upload Sales Invoices on Hero Electric App.

- Work at fame India Site and Delhi govt. subsidy site.
- Making Sales Order and Good command on professional mailing.
- In sales, my work profile is PDI (Pre Delivery Inspection), inventory counting, opening job card, dealing with customers, feedback call, etc.

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**PERSONAL INFORMATION**

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- Mother's Name : Mrs. Nitu Jha
- Father's Name: Mr. Santosh Kumar Jha
- DOB: 3rd May 1997
- Language: Hindi, English, Maithili, Bhojpuri
- Hobbies: Watching TV Series , Listening Music
- Marital Status: Unmarried

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**DECLARATION**

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I am promising, self-motivated and a professional person , if given opportunity will prove my worth.

Date:-\_\_\_\_\_

Signature:-\_\_\_\_\_