

**Lalit Pal**  
**Chajjarsi Village, Near D-Block, Sector-63**  
**Noida, Uttar Pradesh -201301**  
**lalitpal88@gmail.com**  
**9810582073**

**Career Objective:**

Seeking position in an organization, which will challenge my abilities and will provide me with an opportunity to utilize my strength in a professional and learning environment.

**Work Experience:**

**Company: Goodluck Steel Tubes Works (Unit of Goodluck India Limited)**  
Plot No. D-1, Rajarampur, Industrial Area, Sikandrabad, Uttar Pradesh -203205

Period: May,2019 to Till date.  
Designation: Accounts Executive

**Work Responsibility:**

- Purchase entry on daily basis.
- Create Invoice, Export Invoice, Delivery Challan, Debit Note, Credit Note.
- Create E-Way Bill & Pro-Forma Invoice.
- Internal Audit monthly wise.
- Bank & Cash Reconciliation.
- Prepare of GST Returns - GSTR - 3B, GSTR – 1.
- Maintain Petty Cash Voucher.
- Accounts Payable & Accounts Receivable
- Prepare of TDS Sheet (194I, 194J, 194C) & Deposit the Challan.
- Pass Journal Entry.
- Prepare MIS Report on Monthly Basis.

**Company: Khanna Kailash & Company (Chartered Accountant)**  
Karol Bagh, New Delhi-110005

Period: July,2018 to May,2019  
Designation: Accounts Assistant

**Work Responsibility:**

- Handling Accounts - Sales, Purchase
- Pass Journal Entry
- Bank Reconciliation.
- Filled GST Returns - GSTR - 3B, GSTR - 1.
- Prepare Balance Sheet Data
- GST Registration & Cancelation.
- Generate E-way Bill.
- Internal Audit monthly wise.
- Maintain Employee Records (Attendance, Salary, EPFO & ESIC).

### **Educational Qualification:**

- High School from C.B.S.E. in 2012.
- Senior Secondary from C.B.S.E. in 2014.
- Graduation in Bachelors of Commerce from Delhi University in 2018.

### **Diploma & Certification:**

- One Year Diploma in E-Accounting from Oxford Institute in South X in New Delhi-110049.
- One Year Diploma in Office Management from YMCA in New Delhi-110001

### **Computer Skills:**

- MS Office
- Tally ERP 9
- Busy Win
- Pay Time (Attendance Application)
- Typing 25 (WPM)

### **Soft Skills:**

- Flexible, Honest, Confident, Hardworking & Team Player.
- Ability to grasping things quickly.
- Adaptive to organizational changes.
- Have a friendly approach yet professional at work environment.

### **Personal Profile :**

**Father's Name** : Mr.Jagpal Singh  
**Marital Status** : Unmarried  
**Date of Birth** : 13<sup>th</sup>, October, 1996  
**Gender** : Male  
**Hobbies** : Listening Music. Cooking.

### **Declaration:**

I hereby declare that above stated information is true in best of my knowledge.

**Date :**

**Place: Noida**

**(Lalit Pal)**