Page1 of 3.

|  |  |
| --- | --- |
| **Manoj Lekhwar** | **Flat No. D/3, Jai Kapish**  **Apartment, Khasra No.149/1,**  **Export Enclave, Devli,**  **New Delhi-110062**  **Contact No. +91 9911682924**  **E-mail:-manoj\_lekhwar@yahoo.co.in** |
|  |

**JOB OBJECTIVE**

To work in an organization which encourage individual growth, creativity, talent and appreciates intelligent contributions of its employees while promotion healthy competition.

**EDUCATIONAL QUALIFICATION**

# MBA (financial) from Annamalai University in 2015

# B.Com (p) From Delhi University

# 12th from CBSE in 2005

# 10th from CBSE in 2003

**TECHNICAL QUALIFICATION**

**#** GST Practitioner Course from Henry Harvin Finance Academy

# One year Course of industrial Accountant from institute of computer Accounts (ICA), New Delhi which comprise of:

* Tally 7.2, & Busy3.0 (3c-5),
* Income Tax & Service Tax,
* Excise, CST & VAT,
* ROC & Software of Assistant Secretary,
* Banking & IPM,
* MS-office & Internet

**WORK EXPERIENCE**

# 9 years in total.

Page 2 of 3.

* Working with **M/s National Informatics Centre Services Inc**. Hall No. 2&3, 6th floor,

NBCC tower, 15, Bhikaji Cama Place, New Delhi-110066, from April, 2012 to till date as an Account Executive.

**Company Profile**

# **M/s** **NICSI** is a Delhi based Company and is in the business of manpower & Hardware support to Govt. organizations .

**Job Profile**

# Working in Oracal Erp & Tally. Erp 9.

# Processing of manpower, and Internal Expenses and bills.

# Maintenance of vendors Bill Register.

# Preparation of vendors payment vouchers.

# Maintenance of accounting records.

# Preparation of Sales invoices

# Preparation of Journal vouchers and cash vouchers etc.

# Preparation of credit notes and debit note .

* Worked with **M/s Milestone Interactive Software**, E-46/7, 1st floor Okhla Industrial

Area Phase-II New Delhi-110020 from May, 2010 to April, 2012 as a **Sales Operation**

**Assistant .**

**Company Profile**

# **M/s** **Milestone Interactive Software,** is a Mumbai based Company and is in the business of manufacturing and distribution of Game CDs & Hardware.

**Job Profile**

# Worked in Microsoft NAV Classic ERP.

# Maintenance of accounting records.

# Preparation of Sales invoices

# Preparation of Journal vouchers and cash vouchers etc.

# Preparation of credit notes, debit note and markdown of software.

# Enter vendor bills in Erp.

# Handling of petty cash.

# Payment collection entry.

# Maintenance of stock ledger and stock verification.

# Update the status of stock delivery to buyer.

# Preparation of stock transfers to other branches.

Page 3of 3.

* Worked with **M/s Nanda & Nanda**, Unit No. 7,2nd floor LSC, at S Block, Panchsheel

Park, New Delhi-110017 from July, 2009 to April,2010 as an Accounts Assistant.

**Company Profile**

# **M/s Nanda & Nanda** is in the business of marketing of imported and country made floor and wall tiles.

**Job Profile**

# Worked in tally 7.2.

# Preparation of sales invoices

# Enter in vendor bills in tally.

# Stock reports update in daily basis

**PERSONAL DETAILS**

# Date of Birth : 06/03/1987

# Father’s Name : Mr.D.P.Lekhwar

# Language Known : English & Hindi

# Gender : Male

# Marital Status : Married

# Nationality : Indian

**Date :** .........................

**Place :**........................ **(Manoj Lekhwar)**