

CURRICULUM VITAE

<u>SYNOPSIS :</u> <i>A complete Accounting professional with 3.5 years of experience in The financial statements used in accounting are a concise summary of financial transactions over an accounting period, summarizing a company's operations, financial position and cash flows.</i>		MOHIT LAL
<u>Address:</u> VILL-Rampur P.O.- Bihta, Distt-Ambala (Haryana) Pin Code-133101	Contact Detail: (+91) 9354656528 <i>Email at :mohitlal090@gmail.com</i>	

Career Objective

I aspire to secure a challenging and professional position where I can contribute significantly to an organization through my dedication. by using all my skills & knowledge to acquire professional edge through hard work and continuous learning Seeking an interactive and challenging environment for creativity ideas, where I can apply my strengths, interpersonal skills and an opportunity for personal growth and professional advancement in the field of accounts & finance.

Education Qualification:

10th from Board of school Education Haryana, Bhiwani
12th from Board of school Education Haryana, Bhiwani
B.COM from OPJS University Churu Rajasthan
CERTIFIED INDUSTRIAL ACCOUNTANT Course from ICA Ambala city.

Skills:

Basic knowledge of computer software.

MS Office, MS Excel, MS Word etc.

QuickBooks Accounting Software :

QuickBooks Online Software

QuickBooks Desktop Pro-Accountant Software

Tally ERP 9 Software

VISUAL CATPRO

Office Supported Skills:

Financial Software Proficiency: Mastery of accounting software such as QuickBooks, Excel, or other industry-specific financial tools for accurate and efficient financial management

Bookkeeping: Proficient in maintaining accurate and organized financial records, including ledger entries, reconciliations, and financial statements.

Financial Reporting: Skillful in preparing and presenting comprehensive financial reports for management or regulatory purposes.

Communication Skills: Effective written and verbal communication skills for conveying financial information to both financial and non-financial stakeholders.

Professional Experience:

Current Job: Nahar Logistics-

Quickbook Online & Desktop Pro
(Canada)

Designation : Accountant

Duration: January 2023- Present

Working Location : Zirakpur (Pb.)

Experience in accounts & finance: canada

Banking: transaction entry; Bank Reconciliation, cash deposits report on daily basis

Handling payment process / Vendor's Payment

Regular follow up for bill submission & payment collection.

Handled branches fund flow daily, weekly & monthly.

Maintaining Debtor & Creditor Ageing Report

Maintain Inventory

Wincraft Foam Industries

Designation: Cleark

Duration: 2016 – 2018

Location: Manglai (Ambala)

Experience in Cleark: india

Banking: transaction entry; Bank Reconciliation, cash receipts report, cash deposits report, credit charges and direct debits setups etc.

Handling payment process / Vendor's & Transporter Payment

Responsible for Cash Report and Cash Flow Projection on daily/weekly

MOHIT MALIK & ASSOCIATES

Designation : Bookkeeping Manager
cum Senior Computer Operator

Duration : July 2022 to Dec 2022

Location : Phase-2 Chandigarh

Role and Responsibilities:

Handled all Billing Process in VISUAL CATPRO

All Data Entry Work

Personal details:

Father's Name : Mam Chand

Date of Birth : 18-01-1991

Interest : Reading of newspapers and listening of music

Marital Status : Unmarried

Language Known : Hindi, English (Read, Write and Speak)

Self Assessment:

Effective communication skills, confidence, honesty, diligent work ethic, and a positive attitude I am dedicated to hard work, filled with energy and confidence, unwaveringly committed to my goals. I possess a keen sense of observation, always eager to learn new things within my field, and actively engage in research and development to enhance my knowledge and skills.

Strength:

I hereby affirm that all the information provided in the application is accurate, comprehensive, and true to the best of my knowledge and belief. I am committed to delivering a commendable performance in my role and sincerely hope for your favorable consideration.

MOHIT LAL