

Curriculum Vitae

Lakhwinder Singh

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OBJECTIVE:

To obtain a challenging position in an organization that will enable me to use my skills, educational background, and passion to work for the vision and mission of the organization.

Professional & Educational Details in Brief

Work Experience	2.5 years
Current Industry	Accountancy
Previous Industry	N/A
Highest Degree Held	Graduation (Bachelor of Commerce)

Work Experience with Smart Accounting and Taxation.

Location	Santoshgarh (UNA) Oct,2022 to Jan,2024
Designation	Account Assistant

Presently Working with Fashion gauge knitwear as an Assistant Accountant

Location	Naya Nangal, April,2024 to Till date
Designation	Account Assistant

Responsibilities: -

- Billing and invoicing.
- Maintain Journal entry Sale, Purchase & Expense invoice .
- Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
- E-way bill generate.
- Maintain day to day books of accounts in tally, Etc.

PROFESSIONAL QUALIFICATION

Bachelor of Commerce 2018 – 2021.

EDUCATION QUALIFICATION

10+2 from PSEB Board 2018.

10th from PSEB Board 2016.

Key Skills

- Microsoft Excel
- Microsoft Word
- Tally software

PERSONAL DETAILS

Date of Birth	18 th Feb,2002
Father's Name	Sh. Jog Raj
Address	Vill. Sehjowal, P.o. Sukhsal, Teh. Nangal, Distt. Ropar (P.B)
Nationality	Indian.
Linguistic Ability	Punjabi, Hindi, English.
Hobbies	Listening to music, Playing games.

Date:

Place: (Lakhwinder Singh)