



LOKESH HARISH

ACCOUNTANT

CAREER OBJECTIVE

To seek a responsible and challenging position within a reputed organization on the field of Accounts & administration and invest all my professional skills, qualification and experience to the optimum level to facilitate continued career growth and to produce best result for the organization.

AREAS OF INTEREST

- Accounts
- Office Administration
- Hospitality
- Sales Executive

PERSONAL DETAILS

- Nationality: Indian
- Date of birth: 15-01-1992
- Languages known: English, Hindi, Malayalam, Tamil and Kannada & Tulu
- Civil Status: Single

CONTACT ME

- Flat No:21,Bldg 179
AlMutanabi Ave,Manama
- +973 33758678
- Lokeshkumble7@gmail.com

IT SKILLS

- Proficient in MS Office
- Proficient in FOCUS
- Proficient in Tally

Assistant Accountant – Aref Sadeq Design Consultant W.L.L

2017 - Present

- Perform journal entries as per established and statutory accounting standards.
- Carry out reconciliations of account, general ledger and sub-ledger.
- Maintain general ledger at account level.
- Process payments and invoices accurately and timely as per company procedures.
- Answer customer queries and issues in timely and accurate manner
- Prepare and submit expense reports to management for approval.
- Perform account reconciliations and ensure all ledgers are closed as per company law.
- Provide documents required for Audit as and when required to the Accountant.
- Reports on debtors and creditors
- Daily bank receipts postings
- Weekly wages, petty cash and other journal posting
- Managing inter-company transactions
- Processing foreign currency Payments
- Assisting with the preparation of budgeting and forecasting reports
- Multiple Bank Reconciliations
- Timely deposit of collection per day
- Petty Cash Management
- Liaison with Inter company personnel for Administration Work.

Junior Account Assistant – Paramount Engineering Services, Mangalore

2016-2017

- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Assisting with audits, fact checks, and resolving discrepancies.
- Answering to queries in relation to the company accounts to subsidiary companies

REFERENCES

Available on Request

SKILLS

Decision making



Quick Learner



Adaptability



Communication Skills



Team Work



Time Management



EDUCATION

2013 - 2015	Master of Commerce Annamalai University	Thriveni College Kasaragod
2010 - 2013	Bachelor of Commerce Kannur University	Thriveni College Kasaragod
2008 - 2010	Higher Secondary-Commerce	Tagore college