

CURRICULAM VITAE

KAMLESH MAHTO

Village - Baredih, PO – Rugri, PS – Tamar,
Ranchi, Jharkhand – 835225

Contact: +916201378194,

E-mail Id. – kamleshmahto014@gmail.com



Career Objective:

My desire is to work with a company that provides open work environment, uses latest technology, empowered with technically qualified and skilled people, offers excellent growth opportunities and remuneration matches the best in the industry.

Past Worked Experience:

- 5 Year **Accounting work** , Billing , Daily accounting , cash & Bank work .
Gupta Brothers, VVL mining and allied services pvt. Ltd, & Vaibhavi Mining and allied services pvt. Ltd from 08-06-2018 to 31-03-2023

Accounting work

- Daily accounting entry.
- Filling challan (GST , Income Tax).
- Filling return (GST , Income Tax).
- Work on TDS software , e-TDS software .
- Multiple company Account .
- Internet Banking.
- Bank reconciliation.
- Bank / cash Deposit and withdraw.
- Sundry debtors / Creditors Reconciliation .
- Salary of staff .
- Handling Debtors / Creditors independently.
- Documentation of Loan.
- Site account.
- Costing of power & fuel.
- Sundry debtor & creditor's reconciliation.
- Cash / Bank receipt and payment
- Stock Inventory.

Computer Proficiency:

- Operating System: Windows 7, 10 & 11
- Application Programs: MS Office,
- Accounting Package: Tally erp.9 & prime

Educational & Professional Qualification:

MATRIC
2013 – 2014

ADARSH HIGH SCHOOL RUGRI
RUGRI , TAMAR , RANCHI, JHARKHAND
TOTAL MARKS :- 384
PERCENTAGE :-76.8

I. Sc
2014-2016

PANCH PARGANA KISHAN COLLEGE
INTERMEDIATE OF SCIENCE
BUNDU, RANCHI, JHARKHAND
TOTAL MARKS :- 288
PERCENTAGE :- 57.6

B.Sc
2016-2019

PANCH PARGANA KISHAN COLLEGE
BETCHLAR OF SCIENCE (MATH HONS)
BUNDU, RANCHI, JHARKHAND
TOTAL MARKS :- 469
PERCENTAGE :- 58.63

ADCA
2016-2017

GENIOUS COMPUTER ACADEMY BUNDU
ADVANCE DIPLOMA IN COMPUTER
APPLICATION
BUNDU, RANCHI, JHARKHAND
OBTAIN GRADE :- B+

Languages

- English, Hindi.

Strengths:

- Confident, committed to learn & lead, Good listener.
- Excellent leadership quality, good team player, flexible nature with good interpersonal skills

Personal Information:

Name: Kamlesh Mahto
Father's Name: Anil Kumar Mahto
Permanent Address: Village - Baredih, PO – Rugri,
PS – Tamar, Ranchi, Jharkhand - 835225.
Date of Birth: 10th April 1998
Gender: Male
Marital Status: Married
Nationality: Indian
Date: 21-04-2023 **(Kamlesh Mahto)**