

## **CURRICULAM VITAE**

### **KAMLESH MAHTO**

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

**Contact:** +916201378194,

**E-mail Id.** – [kamleshmahto014@gmail.com](mailto:kamleshmahto014@gmail.com)



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### **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.

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### **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	10 <sup>th</sup> April 1998
Gender	Male
Marital Status:	Married
Nationality:	Indian
Date:	21-04-2023

**(Kamlesh Mahto )**