

# LOKESH SOPAN VETAL

Room No 101, Virat Sankul , Satpur-Ambad Link Road-10.

+91 8975751783 | [vetallokesh@gmail.com](mailto:vetallokesh@gmail.com)



## OBJECTIVE

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To work for a professionally managed Company and make optimum utilization of my own capabilities.

## EXPERIENCE

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### **Audit / Account Assistant**

Dec 2022 - Present

CTR Manufacturing Industries Pvt. Ltd., Nashik, INDIA

- Calculating and working for GST work along with company CA.
- TDS Returns and Payments.
- Releasing the supplier payments.
- Client reconciliation statement.
- Vendor reconciliations statements.
- Petty cash management and cash book reconciliation.
- Follow-up with local bank and banking transaction.
- Generate sales invoices.
- General accounting-related works.
- Generating MIS reports as per requirements.
- Updating Day-to-day transaction details in Tally.
- GRN Reconciliation.
- Purchase transaction as per Purchase Order.
- Stock Take verification.

### **Accounts cum Cashier**

Mar 22 – Dec 22

Angad Automobile (Ashok Leyland authorized service center )

- Maintaining Books of Accounts
- Handled Daily cash and bank transactions & Accounting
- Preparing Monthly reports for Creditors & Debtors
- Compliances for Income Tax, GST, TDS, Tax Audit, Statutory Audits
- Reconciled bank statements resulting in accurate financial records
- Preparation of Employees' Salary & Wages

### **Account Assistant & Admin**

Nov 2020 - Feb 2022

V S V H & CO. (Chartered Accountants Firm)

- Data Entry Updating in Tally (All Vouchers)
- Registration of clients (Liaoning Work)
- Accounting for Individuals, Firms, and Companies.
- Preparation of Financial Statements.
- Preparation of Income Tax & Sales Tax Returns.
- General ledger accounting and Ledger Scrutiny.
- Handled Daily cash.

## EDUCATION

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- **Master of Commerce (M.Com)** Aug 2021 - Nov 2023  
*Pune University; Nashik, INDIA, Pune*
- **Bachelor of Commerce (B.Com)** June 2018 - July 2021  
*Pune University; Nashik, INDIA, Pune*

## SKILLS

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- Strong communication, interpersonal, learning & and organizing skills.
- Strongly believed in sincerity, hard work, and eager to learn new.
- Ability to work in a team.
- Problem-solving
- Innovative solutions for critical Problems.
- Decision making.
- Self-confidence and positive approach.
- Ever willing to learn & Hard working.
- Good communication skills.

## COMPUTER KNOWLEDGE

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- CCC (Course on Computer Concepts)
- Tally ERP-9. And Tally Prime.
- English Typing (30 & 40 WPM).
- Advance Ms Excel
- Ms Word
- ERP

## PERSONAL INFORMATION

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Name : Lokesh Sopan Vetal  
Date Of Birth : 22/08/2000  
Nationality : Indian  
Gender : Male  
Marital Status : Unmarried  
Language Known : Marathi, English, and Hindi also speak and write

## DECLARATION

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My self LOKESH SOPAN VETAL, hereby declare that the above written particulars are true to the best of my knowledge and belief. I also consider myself familiar with Account aspects & also confident about my ability to work in a team successfully.

DATE :- / / 2024

PLACE:- Nashik.

Mr. Lokesh Sopan Vetal