

# RESUME

## LEKHA VIVEK

### CONTACT DETAILS

Email : lekha\_lak@yahoo.com

Mob : +91 9995444370

Address: House No:10/71 B,

A.M Cross Road,

Amaravathy, Cochin,

Kerala, Pin: 682506

### PERSONAL DETAILS

Date of Birth : 24-04-1986

Religion : Hindu

Nationality : Indian

Language Proficiency

- English : Good
- Malayalam : Good
- Hindi : Good

Soft Skills:

- Willingness to learn new things
- Disciplined
- Positive thinker
- Communication skill
- Customer relation
- Leadership
- Teamwork

Hobbies: Reading, Listening Music, Watching TV.

### EXPERIENCE

**Goodwill & Goodwill Legal Consulting Pvt Ltd, Ernakulam (2016-2017)**

**Muthoot Capital Services Pvt Ltd, M.G Road. (2015-2016)**

**Clear Softwares Pvt Ltd, Panampilly Nagar.(2006-2009)**

### CAREER OBJECTIVES

To obtain a creative and challenging position in your organization that gives me an opportunity for self improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills and experience.

### EDUCATIONAL QUALIFICATION

Education	Board/University	Year of Passing	% of Mark
B.com(Taxation)	MG University Kottayam	2006	65
+2	Kerala Board	2003	67
SSLC	Kerala Board	2001	77

### AREA OF INTERESTS

- Accounts
- Audit
- Customer Relation

### AT PRESENT

Accounts and Audit Assistant at **Panicker Warriar & Co. Chartered Accountants** firm from September 2017 to present.

- Assist in Internal Audit at Getwell Pharmaceuticals Ltd
- Assist in Concurrent Audit at Federal Bank Ltd & Union Bank
- Assist in DP Audit at Inditrade capital Ltd. And South Indian Bank

### RESPONSIBILITY HANDLED

- Basic Knowledge about accounting principles
- Processing and posting of journal entries
- Reconciliation of books of accounts with bank statements
- Petty cash management
- Reviewing of posted entries
- Assist with reviewing of expenses records etc.
- Basic knowledge about Income tax & GST monthly return filing
- Maintaining of records & files

### EXPERIENCE IN

- Tally ERP9
- Microsoft Excel, Word,

### DECLARATION

I do hereby declare that the above mentioned facts are true to the best of my knowledge and belief.

**Date :** 08/11/2018

**Place:** Ernakulam

LEKHA VIVEK