

RESUME

LOKESH.K

**No .17/6, Kalyana Sundaranar Street,
Arunagiri Chatram,
Arni Taluk- 632 301.
Tiruvannamalai District.**

E Mail: Lokeshkuppanmcom@gmail.com

Phone: 6382368352

OBJECTIVE

To establish a professional firm which is competitive, dynamic and much focused towards areas of its operations, providing the best opportunity to progress and grow to all those who are associated with it and also serving the best interests of the clients with excellence, Integrity & Independence.

EDUCATIONAL QUALIFICATIONS

Sl.No	Professional Details	University/Institution	Passing Year	Percentage
1	SSLC	TamilNadu State Board / S.S Hr.Sec. School, Arni	2006-07	53%
2	HSC	Tamil Nadu Higher Secondary Board / S.S Hr.Sec. School, Arni	2008-09	72%
3	B.Com	Thiruvalluvar University / Muthurangam Govt. Arts College. Vellore	2009-12	64%
4	M.Com	Thiruvalluvar University / C. ABDUL HAKEEM COLLEGE	2012-14	71%

WORK EXPERIENCE:

Currently working With Pacifica Tech Park, Navalur, Chennai-103

Period: 2nd Nov 2018 to till date.

Role: Executive (Property Management) – CBRE South Asia Pvt Ltd.

Roles and Responsibilities

- Monthly closure of vendor Bill of account
- Preparing monthly client billing invoice prepared and Accounting report
- Monthly Basis Updating occupant payment tracker
- Maintaining petty cash account.
- To support the office manager with day to day tasks.
- Monitoring Employee attendance.
- Cash management and accounting.
- Entries of Receipts and Payments.
- Maintaining accounting document and records.

Previously Worked with Muthoot Finance Ltd at Arni.

Period: 1st Jun 2015 to 31st Oct 2018

Role: Junior Relationship Executive

Roles and Responsibilities

- Preparation and making entries to ledgers and Journals
- Verification of purchase bill, Cash payment Vouchers.
- Cash Handling and Accounting skills
- Prudent Handling of cash with ability to detect fake notes
- Preparation of Bank reconciliation statement
- Preparation of daily reports
- Handling Operational works of the branch
- Ensuring proper Verification & Valuation of Collateral Securities and Documents.
- Responsible for processing/ documentations of Loans & other financial services.
- Responsible for completion of all Accounts related works in the branch
- Gold appraisal & maintaining audit processes

COMPUTER KNOWLEDGE

- Working Knowledge of Tally ERP -9
- MS-OFFICE

PERSONAL DETAILS

Name: LOKESH.K
Father's Name: Mr. V.P. KUPPAN
Mother's Name: K. SHANTHI
Sex: Male
Date of Birth: 07.04.1992
Marital Status: Single
Language Known: English & Tamil.

DECLARATION

I do here by confirm that the above stated information is true and correct.

Place: Yours Faithfully,

Date: LOKESH.K