**CURRICULUM VITAE**

**Lekh Nath Dhakal**

9917118934

E-mail: [lekhnath\_dhakal@yahoo.com](mailto:lekhnath_dhakal@yahoo.com)

**OBJECTIVE:-**

To learn to work in the field of challenges at my fullest capability and contribute best to organization.

**EXPERIENCE:-**

**Since May 2020 to till date "AIIMS" Rishikesh on Jan Aushadhi Dept.**

**as an MRC (Accounts & Logistics).**

**Since April 2017 to April 2020 “M/S Chhotabhai Jethabhai Patel & Co.**

**Rishikesh, (Accounts, Logistics & Admin)**

**Since April 2013 to March 2017 “Divanjali Distributor” Rishikesh**

**As an Accountant & HR Admin.**

**JOB RESPONSIBILITIES:-**

* Prepare All Type of Voucher (Cash, Journal, Sales, Purchase, Contra, and Payment. Etc.)
* Taxation / GST filling
* Inventory Planning for the Given Area (Depot) as per previous sales records & sale projection given by sales team.
* Logistics & Transportation planning & Tie-up / Negotiation with the various Logistics partner
* Handling the HR-Admin level part at the Local Level, Salary Preparation, Leave records maintaining, Co-ordination with Sales team for the various market activity like, In-Shop activations, Visiting Cards / ID Cards, Local Meetings arrangements.
* Co-ordination with HO on day to day Basis.
* Sales records & collection follow-ups with Various Distributors / Wholesalers / ASM / RSM / NSM as per company guidelines.
* Managing Damage / Expiry at the Depot level.

**EDUCATIONAL QUALIFICATION:-**

* B.Com from H.N.B. Garhwal University Srinagar with in year 2002.

**PROFESSINAL PROFILE:-**

**1. Basic Computer Application .** MS DOS, Windows, MS-Office.

**2. Financial Accounting Software .** Tally 4.5, 7.2, 9.0**.**

**3. Taxation .** Goods and Service Tax. (GST)

**PESONAL DETAILS:-**

**Name :** Lekh Nath Dhakal

**Father’s Name : Late Hira Mani Dhakal**

**Date of Birth :** 05-05-1979

**Permanent Address :** Sipen Store Q. No.10, K.N. Colony,

I.D.P.L. Virbhadra, Rishikesh,

Dehradun (U.K.)-249202

**Marital Status :** Married

**Nationality :** Indian

**DECLARAION:**

* I hereby declare that all the informations furnished above by me are true and correct to the best of my knowledge and belief.

**Date:**

**Place: (LEKH NATH DHAKAL)**