

# **CURRICULUM VITAE**

**Name :** Rinku Kumar

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**COMPANY NAME- OM LOGISTICS LTD.**

## **CAREER OBJECTIVE**

To be an integral part of a professionally managed organization and to learn and to develop myself in all aspects and to make best utilization of my skills and competencies to grow in present competitive environment.

## **COMPETENCIES**

- ❖ Fast learner, adapt well to changes and pressures in workplace.
- ❖ Good presentation skills.
- ❖ Ability to work with diverse groups of people.
- ❖ Ambitious and committed to excellence.
- ❖ Committed to deadlines and schedules.
- ❖ Sincere with a high level of integrity.

## **EDUCATIONAL DETAILS**

<b>Year of Passing</b>	<b>Examination Qualified</b>	<b>Board/University</b>	<b>Subjects</b>
2019	M.COM	IGNOU University	Financial Management,Marketing Management,Business Environment
2015	B.COM. Program.	Delhi University	Financial Accounting,business organization & Management,Economics,English,Cost Accounting,Hindi,Income Tax & Auditing
2012	Intermediate	CBSE Board	Accounting,Maths,Economics, , Hindi, English
2010	High School	CBSE Board	Hindi, English,Maths,Science Sanskrit

## **EXPERIENCE AT OM LOGISTICS LTD COMPANY**

**06 Years experience in Professional Internal Audit with accounting & Operational work**

**Internal Audit  
Team Management**

**Accounting Work  
Cost Control**

**Operational Work  
Vendor Management**

**Feb 2016 – Till Time Delhi NCR & Gurgaon, Faridabad Internal Audit Head**

### **ORGANIZATION PROFILE :-**

An ISO: 9001 certified company, a leading company in the field of logistics services, dealing in complete logistics solution, having Network of around 400 branches spread all logistics services for all the elements of the supply chain management in India. It has been dealing with corporate, multinational automobile industry and has been pioneer in transportation, warehousing and logistics support to the sector.

### **JOB PROFILE**

- ❖ **Internal Audit** : Auditing of the all expenses related local / route freight and daily or monthly fix administrative expenses of all the controlling branch offices
- ❖ Providing accounting & operational support for the department & under controlling branch / divisions such as answering calls & mails
- ❖ Maintain open communication with management and audit department
- ❖ Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- ❖ Determine internal audit scope and develop annual plans
- ❖ Obtain, analysis and evaluate warehouse utilization , Local route , Feeder route & Long route vehicle utilization reports , Manpower (Labour) costing etc.
- ❖ Obtain, analysis and evaluate monthly & yearly administrative expenses
- ❖ Identify loopholes and recommend risk aversion measures and cost savings
- ❖ Monitoring & Maintain Bank , Branch & all vendors ledger reconciliation
- ❖ Monitoring & Maintain Branch customers outstanding (Paid / Topay / Bill)
- ❖ Prepare and present reports that reflect audit's results and document process
  
- ❖ **Coordination with branch offices for Accounting works** : Coordination with All the controlling Branch offices accounts Dept. to solve any kind of queries and supporting behavior toward their work.
- ❖ Give right information to branch offices accounts dept. about new circulars.
- ❖ Reminding branch offices about vendor agreements, rates, tax, vendor ledgers , outstanding & new governments circular regard finance & accounting.
  
- ❖ **Coordination with branch offices for Operational works** : Coordination with All controlling Branches for any kind of Operational Problem & queries.
- ❖ Sending operational circular & tips to all branches regard Local costing, Route costing ,

Hub Utilization , Profit & loss customers and operational SOP's regard smooth work

- ❖ **Reports:** Maintain vendor ledger , Cash control , Bank reports, Branch reports , Costing reports & outstanding reports.

#### PROFESSIONAL ACHIEVEMENTS:

- ❖ Successfully maintained healthy work environment in the office.
- ❖ Improved business prospects and the quality of clerical work.
- ❖ Proven track record in team management.
- ❖ Goal-oriented and ability to handle multiple tasks.

#### LANGUAGE KNOWN

- English
- Hindi

#### TECHNICAL KNOWLEDGE

One year Diploma in computer from Sathi Institute At Place Burari New Delhi

Windows / Linux , Oracle , Ms Office / Open Office of Sun , DTP , E-mail , Internet , E-Auditing

#### PERSONAL DETAILS

- **Name** : Rinku Kumar
- **Father's Name** : Shri. Om Prakash
- **Date of Birth** : 02 May 1994
- **Sex** : Male
- **Marital Status** : Married
- **Nationality** : Indian

Place :

(RINKU KUMAR)

Date: