

# **RESUME**



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## Objective

I would like to work for a company that will enhance the skills I already have as well as provide the opportunity for personal and professional growth and advancement opportunities.

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## Education

- Done 10<sup>th</sup> From CBSE Board 2006.
- Done 12<sup>th</sup> From CBSE Board on 2009.
- Graduation done from Delhi University (2015).
- Appearing MBA from Finance (IMT university).

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## Experience

### **Work as Om Logistics Pvt Ltd (Audit Dept) (From Aug-2015)**

Attached current work profile.

### **Work as Compact Print Tech Pvt Ltd (Account Department). (From Jun 2014 to Mar 2015)**

#### Responsibilities

- Working on Tally.
- Making product list weekly wise.
- Working on TDS & C-Form.
- Sales Tax return file.
- Maintain Sales & Purchase account.
- Check Profit & Loss account
- Maintain stock monthly basis.
- Customer handling & email.
- Coordinate with field executive & branch.
- Maintain attendance Staff, Labour, bikers etc.

### **Work as Okaya Power Ltd. (From May 2013 to May 2014)**

#### Responsibilities

- Working on SAP & Ms office.
- Coordinate with customer & resolve complaint.
- Coordinate with field executive & branch.
- Replace batteries to customer site against complaint.
- Maintain records to all types complaint.
- Pass site exp as per attachment.

### **Work as Suresh Hosiery Work Delhi. (From April 2011 to Apr 2013). (2Years)**

#### **Responsibilities**

- Making all bills , keep record all bills.
- Maintain & knowing all Product Price.
- Handling email & telephone queries.
- Taking working report from all the staff.
- working on salary to all staff.

### **Work in Nitin Process Ltd. (From Feb 2010 to Feb 2011). (1 Year)**

#### **Responsibilities**

- Know about all field report day to day.
- Update inventory in/out.
- Manage all invoice & challan against goods.

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### **Skills**

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- Excellent Command on MS Office.
- Tally 9.0
- Busy3.6.
- Typing Speed 40 wpm.
- Oracle, SAP, Net Term, CRM

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### **Additional Certification**

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- Industrial Certified Accountant Completed form ICA.
- NCC Certificate.
- First Trade Certificate.
- Computer Diploma from ( Dheerpur I.T.I )

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### **Hobbies**

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- Punctual of Time.
- Playing Cricket.

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### **Personal Information**

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- Father Name : Sh. Tribhuwan Lal
- Date of Birth : 09/10/1990
- Language : Hindi & English
- Marital : Married

Signature

.....  
(Dinesh Kumar)

Date: ...../...../2023

# Current Job Profile on Om Telecom Logistics Pvt Ltd.

Name : Dinesh Kumar  
Designation : Audit / Account

## **1. Transporter Bill Audit.**

- Audit transport bills with contract. Like freight rate, lorry weight, L/U rate etc.
- Audit additional expenses like Crane , Hydra, Labour, Freight charges with approval & client billing.
- Detection of wrong claim case and forward it to the concerned dept and follow up till the end.
- Ensure the proper entry in related account head.
- Inspect damages against your expense.
- Process the vendor / branch payment.
- Update lorry in oracle with expiry dt.

## **2. Branch Cash Audit.**

- Check branch closing & opening amount daily basis , also followup with cashier & BM.
- Check E- voucher uploading & feeding status.
- Ensure timely update branch exp in software.
- Audit received any additional expenses, follow up with recovery.
- Implementation of online expenses entry system at branch level.
- Ensure the proper entry in related account head.
- Provide account related training to cashier & BM.
- Periodically physically audit to branch as per required.
- Follow up daily petty cash details from branches.

## **3. Management Bill Audit.**

- Audit expenses like Tea, Water, Packing, Internet, Courier, TPT, Security Guard, Labour, Diesel , Forklift, Generator, Staff welfare, Conveyance exp , Travelling exp, Rent bill, Infra etc. Check agt PO/ Contract/ Approval.  
If any difference with PO & Contract then do the recovery process. Also inform this type of matter with HOD & concern person.
- Check all branches packing stock. Check MRN & consumption No with GR.
- Keeping updated on recovery of packing expenses vs billing from the concerned person.
- Entering the expenses in the correct account head.
- Check monthly basis infra related bills.

## **4. Branch Payments.**

- Before payment audit vendor A/c & ledger. Process payment with approval & supporting documents.
- All supporting documents are should be upload in AMF.
- Check on a/c payment monthly basis and confirm deduct advance payment form vendor a/c.

## **5. Audit Report.**

- Making monthly audit report, share & discuss with HOD on monthly basis.
- Carry out any other work required by the HOD

## **6. Branch Visit**

- To visit branches and oversee all management activities as per the requirements of the company.  
1. Mohri, 2.Farukhnagar, 3.Lucknow, 4.Raj Pura, 5.Delhi Branches, 6. Ahmedabad  
7. Rajpur, 8. Bilaspur

## **7. At present I have work these branches.**

Jammu Airtel, Sri Nagar Airtel, Dasna Airtel, Ahmedabad Airtel, Surat Airtel, Indore Airtel, Raipur Airtel, Rajkot Airtel, Bhubaneswar Airtel, Hyderabad , Trichy , Cochin.

**Regard  
Dinesh Kumar  
Mob-7011087667**