

RESUME



DINESH KUMAR

A-97 Punjabi Bagh

New Delhi-110035

Cell-9555513724, 7011087667

email-dk350633@gmail.com

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.

Education

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

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.

Skills

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

Additional Certification

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

Hobbies

- Punctual of Time.
- Playing Cricket.

Personal Information

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

Signature

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(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