



sharmamanish529@gmail.com



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A-23/B Raju Park Khanpur , New
Delhi -110062

PAWAN KUMAR

SENIOR EXECUTIVE FINANCE

EDUCATION

B.COM (H.) , Graduate

BR Ambedkar University Agra: 2019

XII th class – UP Board

X th class – CBSE Board

PROFILE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skill

EXPERIENCE

Bread Smith Pvt. Ltd

May 2005 – June 2006

- One year worked with “Bread Smith Pvt. Ltd.”, as a Computer Operator Cum Accountant Asst

Agni Constructions (P) Ltd.

September 2007 – March 2015.

- Working with Agni Constructions (P) Ltd. As a Accountant Work in Tally 6.3 & 7.2

Tivoli Cititel (A unit of B. R. Estates (P) Ltd.)

April 2015 – May 2017.

- Worked with Tivoli Cititel (A unit of B. R. Estates (P) Ltd.) as a Asst. Accountant Work in Tally 6.3, 7.2 & 9.0

Kailash Health Care Ltd.

June 2017 to September 2022.

- Worked with Kailash Health Care Ltd. as a Billing EXECUTIVE-CUM-PATIENT CARE EXECUTIVE (Front Office Executive)

Indian Spinal Injury center

October 2022 – April 2023

- Working in Indian Spinal Injury center as a Billing EXECUTIVE-CUM-Cashier/Receptionist

Pathkind Diagnostic Pvt. Ltd.”

May 2023 – Present

- Currently Working with Pathkind Diagnostic Pvt. Ltd.” Udhog Vihar Gurgaon Haryana as a SENIOR EXECUTIVE FINANCE
- I am working on a SAP.
- Handling the Bill Booking
- Handling the Vendor Payments
- Handling the Vendor Reconciliation
- Handling the Full & Final of the Employees
- Handling the Refund & Reimbursement Phlebos.
- Handling the Travel Reimbursement

SKILLS

- Accounting , Finance
- Bank reconciliation
- Invoicing
- Auditing
- Microsoft – Word,Excel,Powerpoint
- Windows
- Teamwork , Leadership

SALARY

- Drawn : 35 K per month
- Expected : Negotiable