

## CHANDAN KUMAR

### CAREER OBJECTIVE

*To utilize my personal capabilities to add value to myself and the organization, so that I can contribute towards the organization's growth and success as well as achieve professional and personal excellence.*

### CAREER HISTORY

Organization	▪ Om Import Export Ltd. (New Delhi)
Designation	▪ Accounts Executive
Duration	▪ April 16 <sup>th</sup> , 2014 - Present
Responsibilities	<ul style="list-style-type: none"><li>▪ Representative for Banking process related to the Company</li><li>▪ Monitoring report of Outstanding and realized debtors</li><li>▪ Dealing with creditors regarding payments related matters</li><li>▪ Verification of invoices raised on customers</li><li>▪ Maintaining and analysis of investment product taken by company</li><li>▪ Maintaining &amp; dealing with bank for interest &amp; principal of FD.</li></ul>

### SUMMER TRAINING

Organization	▪ Credila Financial Services (New Delhi)
Project	▪ Market research on emerging industries and education related opportunities
Duration	▪ 8 WEEKS (17 <sup>TH</sup> APRIL TO 16 <sup>TH</sup> JUNE, 2013)
Responsibilities	<ul style="list-style-type: none"><li>▪ To conduct promotional activity in Delhi and NCR region.</li><li>▪ To coordinate the activity of marketing executives assigned under me.</li><li>▪ To call and fix house visit with customers.</li><li>▪ To generate lead while coordinating with different educational institution</li></ul>



#### **Permanent Address:**

Sector- 9/b, Street- 12,  
House no.- 426,  
Bokaro Steel City,  
Jharkhand  
Pin-827009

#### **Mobile: :**

+91-7209430462

#### **E-Mail:**

chandankumar6199@gmail.  
com

#### **Personal Data:**

Date of Birth : 01-10-91

Gender : Male

Nationality : Indian

Marital Status : Bachelor

#### **Languages Known:**

Hindi ,English

#### **Interests :**

My interests lie in reading novels, watching movies, playing pc games

## ACADEMIC QUALIFICATIONS

DEGREE	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
PGDM in Marketing Management	Xavier Institute of Social Service, Ranchi	2012-2014	62.74
Bachelor of commerce(Hons) Accounts	St. Xavier's college(Autonomous College), Ranchi	2009-2012	69.6
12 <sup>th</sup>	C.B.S.E (Guru Gobind Singh Public School, Bokaro)	2009	85.6
10 <sup>th</sup>	C.B.S.E (Guru Gobind Singh Public School, Bokaro)	2007	85.2

## PROJECTS

- Worked on the project “**FDI in retail sector- its economic impact on India with special reference to Jharkhand**” at St. Xavier's College, Ranchi.
- **Market potential of Non-Electric water purifier in three villages of Ormanjhi block.**

## SOFTWARE PROFICIENCY

- SYSTAT 13
- Windows XP, Windows 7/8/8.1, Ubuntu, MS Office.

## SEMINARS AND WORKSHOPS ATTENDED

- Attended a workshop of Aakash Gautam on Personality development in 2011
- Attended a seminar of Chetan Bhagat in Ranchi in 2010.

## EXTRA CURRICULARS & ACHIEVEMENTS

- Active participation in organising college activities(Xavierotsav), 2012
- Secured Second position in “MARKETING MARSHAL” at PANACHE, 2013
- Organized CROSSROADS(SEASON 5), 2014 at PANACHE, 2014