

## **CURRICULAM VITAE**

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### **Anshu Kumari**

C-8, Swagat Apartment,  
Near Sandesh Press,  
Opposite Shakti 243, Bodakdev,  
Ahmedabad, Gujarat - 380015

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### **CAREER OBJECTIVE:**

To work in an organization, where innovation and excellence is the way of work, where my full potential will be explored and where I will get ample scope for development.

### **PROFESSIONAL RESPONSIBILITIES:**

#### **❖ HR Admin Cum Senior Accountant, Azores Infrastructure Pvt. Ltd. & BNN Bharat News (Nov-18 to Oct-20)**

##### **Key Deliverables (HR Admin):-**

- Manage employee recruiting, evaluating and training programs and procedures for company.
- Review internal and external candidate applications and coordinate interviews with appropriate department and section heads.
- Designed new employee packages and sent them via mail and e-mail.
- Responsible to create and maintain personal files, archive documents.
- Responsible to create reports of employee's daily work.
- Responsible to maintain advertisement detail. (for BNN Bharat News)
- Responsible to manage and process employee's monthly salary.
- Assess employee performance and issue disciplinary notices
- Created new compensation structure that improved employee morale and boosted performance.
- Met with all new hires to explain benefits, guidelines, and procedures.
- Work with benefits carriers to negotiate new benefit and plan structures.

##### **Key Deliverables (Senior Accountant):-**

- Created financial reports for the project "Kushmil & Adjoining Villages Rural Pipe Water Supply Scheme" under D.W. & S. Division, Deoghar on turnkey basis.
- Analysed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data.

- Maintain all financial reports in Ms- excel.
- Responsible to maintain GST data according to purchase invoice for GST filling.
- Responsible to create sale bill according to Memo of payment.
- Oversaw and executed transactions, ensuring that all information was accurate.
- Was responsible for accounts payable, accounts receivable, expenditures and general ledger reconciliations.
- Maintained cash activities on daily basis and performed various treasury and banking operations.
- Generated reports and statements, assisted with annual tax returns.
- Prepared the consolidated financial statements assisted with payroll, developed expense analysis, and reviewed balance sheets.
- Generated monthly financial reports and presented finding to managers.
- Responsible to solve all types of queries against Kushmil & Adjoining Villages Rural Pipe Water Supply Scheme with managers.

❖ **Accountant, St. Jagat Gyan Senior Secondary Public School  
(July-16 to Oct-18)**

- Receiving payment by cash, cheques and cards.
- Computing and recording transactions and ensuring 100% accuracy for all register transactions.
- Cost accounting. Cost budgeting.
- Payroll, computing salary, other benefits & making necessary arrangement for payment.
- Preparation of purchase orders, ensuring that inventory doesn't go below the re-order levels and verifying the deliveries.
- Reconciliation of bank accounts and other suppliers.
- Maintaining cash & ledger books accurately.
- Monitoring all receipts & payment vouchers.
- Maintenance of books on tally package for audit.

**EDUCATIONAL QUALIFICATION:-**

Examination	College/University	Result
S.S.C Exam	CBSE	72.20%
H.S.C Exam	JAC Board	57.80%
B. Com	Ranchi university.	69 %
M. com	Ranchi university.	69.29%

### **SOFTWARE SKILL:**

1. Diploma in computer application (Grade 'A') (DOS, Windows, MS-word, MS-Excel, MS-PowerPoint, EDP management, Career Orientation, Concept of Internet & E-mail )
2. Tally (Grade 'A') (Ledger, Voucher, Inventory Management, and Payroll.)

### **SKILLS & ABILITIES:**

1. Logical thinking and positive approach.
2. Able to assume a mentors role when required.
3. Good verbal, written and instructional communication skill.
4. Good command on English & Hindi typing.

### **ACHIEVEMENTS:**

- Captain of School Kho Kho team.
- Participated in Bhagavad Gita competition.

### **PERSONAL PROFILE:-**

Name	: Anshu Kumari.
Father's Name	: Mr. Chamari Prasad.
Mother's Name	: Mrs. Sushma Devi.
Date of Birth	: 10/12/1994
Marital Status	: Married
Cell Number	: 6201435685
Nationality	: Indian
Languages Known	: Hindi & English
Hobbies	: Photography, Travelling, Painting

I hereby declare that the above statements are true to the best of my knowledge & belief.

**Place:** Ahmedabad

**Anshu Kumari**

**Date:**