**SANDEEP KUMAR**

**Contact: + 919882299595**

**+918699988398  
E-mail**: [sandeepkumarsharma445@gmail.com](mailto:sandeepkumarsharma445@gmail.com)

**Career Objective**

To serve and contribute to an organization that provides me an opportunity to integrate my skills and give me a platform to learn and grow with the organization.

**Summary Previous Experience i**

* Currently working in Lead Ads Pvt Ltd (Punjab). from July 2016 to till now as an accountant.
* Had worked in P.K Traders (H.P.) from May 2015 to 25 July 2016.
* Had worked in Delta Electromechanical Contracting L.L.C UAE.from nov 2014 to April 2015
* 2 Months Training in KCC Bank Mehre (Barsar)

**Working Experience & Knowledge**

* Preparing and editing corresponding, reports, and presentations
* Prepare, compile, and mail bills for products paid for by clients
* Respond to billing questions from both local and national customers
* Perform daily financial transactions which includes classifying, computing , posting, verifying, and recording accounts receivable data
* Processing vendor invoices according to procedures
* Analysis of Ledgers: Debtors, Creditors.
* Bank Reconciliation.
* Managing the day-to-day operations of the office & Cash Handling.
* Reporting all cash activities to the seniors (Managing Director).

**Computer Skill i**

* Tally 7.2,Tally,ERP 9,
* MS Office (Vlookup,Sum if).

**Qualifications i**

**Professional Qualification**

* **MBA** in **Finance and marketing** from **LR Group of Institute Solan,**in Sep 2013 with 65% marks.

**Academic Qualification**

* **B.Com** from HPU Shimla in march 2010 with 56% marks.
* **10+2** from Himachal Pradesh board of school Education Dharamshala,in march 2007 with 54% marks.
* **10th** from Himachal Pradesh board of school Education Dharamshala,in march 2005 with 61% marks.

**Languages Known i**

English, Hindi, Punjabi.

**Strengths i**

* Good inter-personal skills, Learning Attitude, Goal oriented and focused.
* Organizational development, alliance and partnership building.
* Ability to work with a diverse range of people.
* Hard working person and punctual of time

**Hobbies I**

Listening Music, Playing cricket, football, Badminton, Internet.

**Personal Information i**

Name : Sandeep Kumar

Father’s Name : Sh. Mehar Chand

Date of Birth : 30th July,1990

Marital Status : Unmarried

Nationality : Indian

Religion : Hindu

Blood Group : A+VE

Permanent Address : Vill-Chhaproh, P.O-Harsour, Teh- Barsar                                                  Distt-Hamirpur, Himachal Pradesh

Pin:174305

**Declaration i**

I hereby declare that all the details furnished above are true of my knowledge and belief.

**Date :**……………………..

**Place :** …………………… **(**Sandeep Kumar**)**