CURRICULUM VITAE

Sanjeet Kumar

Nagar Nigam Campus

Bank More Dhanbad

Jharkhand

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**CARRIER OBJECTIVE**

A diligent Worker ,willing to work in an organization where I can learn & Develop my skills and in the process Benefit the Organization as well .

**Personal Traits**

* Adaptable to Variable situations, quick to grasp new concepts and skills.
* Creative and innovative problem-solver able to analyze, optimize, interpret complex concepts for effective and productive use of available resources and to improve ideas and synthesize new approaches.
* Self-starting, requiring minimal supervision.
* Able to communicate ideas and opinions clearly and convincingly.
* Successfully maintain effective personnel relationships while remaining results oriented.
* Believe in achieving set target in minimum possible time.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Year** | **Qualification** | **University** | **Percentage** |
| 2013 | MBA (FINANCE ) | IGNOU FULL TIME | 63% |
| 2009 | ONE YEAR DIPLOMA IN FINANCIAL ACCOUNTING | Brainware Computer Academy Dhanbad | 70% |
| 2008 | B.Com(H) | Vinoba Bhave University, Hazaribagh | 61% |
| 2005 | 12th | C.B.S.E | 66% |
| 2002 | 10th | C.B.S.E | 52% |

**SKILL SETS**

* Knowledge of Tally.
* Proficient in Microsoft Office: Excel, Windows, Power Point, Access & Internet.
* Typing Speed of 42 words per minute (English).
* Hands on experience in Windows 7 & Oracle.

**Professional Experience**

**Organization:** Centum Learning Ltd (A Bharti Associate Company) New Delhi.

**Designation: Associate (Feb 2013- Dec 2013)**

**Responsibilities:**

* Responsible for all types of Reports and Dashboard.
* Data downloading, processing, cleaning and formatting.
* Handling multiple reports, working with formulae, pivot tables & pivot charts, and various other excel sheet components for accurate data.
* Updating data on Government websites.
* Keep the project manager informed of task accomplishment, issues and status.
* Motivating the Team and focusing on to achieving targets.

**Organization:** DEV News Network Pvt Ltd.

**Designation: Account executive (Feb 2014 – Nov 2014 )**

**Responsibilities:**

* Responsible for Maintain Day Book .
* Communicate with clients.
* Making payment of Bills and salary cheque for employee.
* Making I& E Statement.
* Making entry in Tally .

**Organization:** Suez Environment India .

**Designation: Billing Analyst (Dec 2014 – Sept.2015 )**

**Responsibilities:**

* Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
* Resolve customers' service or billing complaints by performing activities such as adjusting bills.
* Contact customers in order to respond to inquiries or to notify them of claim investigation results and any planned adjustments.
* Determine charges for services requested, collect deposits or payments, and/or arrange for billing.
* Helping to provide a prompt and accurate response to both internal and external customer queries related to water billing.

**Organization:** American Express .

**Designation:** Business Analyst **(Oct 2015 – Till Now )**

**Responsibilities:**

* Perform monthly duties relating to Intercompany transactions and Intercompany reconciliations for entities worldwide.
* Processing S&B Charge out with 100% accuracy & secrecy and other journal entries raised by the market- JAPA EXPAT.
* Taking care of Inter Company processing, accounting and Settlements via wire transfers of different legal entities for American Express.
* Ensure that the Month end activities are carried out effectively and help any of the team members in-case, any of them face any challenges.
* Monitoring the updating of Standard Operating Procedures for the process as and when there is a change in the process.
* Solving Customer queries received from Market JAPA & EMEA region.
* Pull the auto generated invoices of Various Entity through Oracle.
* Process all the MJE’s received from Intercompany from different region.
* Respond to inquiries from locations worldwide.

**STRENGTH**

* Analytical Ability.
* Negotiation Skills.
* Communication and presentation skills.
* Positive motivator and persuader.
* Self believer.

**HOBBIES**

* Listening to Music.
* Participated in group discussion.
* Surfing internet .

**PERSONAL DETAIL**

Date of Birth : 2nd September 1986

Father’s Name : Sri Ravindra Prasad Bhagat

Status : Married

Nationality : Indian

Religion : Hindu

Language Known : English, Hindi

Permanent Address : Nagar Nigam campus

Bank More, Dhanbad -826001 (Jharkhand)

***Declaration:-***

I hareby declare that above mentioned information is true .

Date :

Place: Delhi **Sanjeet kumar**