**RESUME**

**Chinmaya Kumar Kund** 

Email: kundchinmaya@gmail.com

M0BILE NO: +91 9902760235

**Objective:**

To secure a promising position that provides me a good opportunity to efficiently utilize my skills and for my professional growth.

**Summary of Qualifications:**

**Academic Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | **BOARD/UNIVERSITY** | **SUBJECT** | **YEAR OF PASSING** |
| Degree | Utkal University Odisha | Bachelor of Commerce | Apr-2004 |
| Intermediate | Council of Higher Secondary Education Odisha | Bachelor of Commerce | Mar-2001 |
| Matriculations | Board of Secondary Education Odisha | All subjects | Mar-1999 |

**Professional Qualifications:**

* I have completed DCA (Diploma in Computer Application)

From A To Z Professional Technical Institute.

* Also complete Accounting Package TALLY ERP.
* Computer Skills:
* Microsoft Office, Word, Excel & Power point.
* Tally 7.2, Tally 9.0,
* Internal mail system.

**Work Experience:**

* Presently Working Fawaz Refrigeration Air conditioning Co.W.L.L as Secretary cum Accounts from Kuwait 13 April 2014 to till date.
* Worked in with M/s Holm KK Extrusions PVT.LTD as an Accountant from 01st March 2013 to 7th April 2014.
* Worked in M/s Rathi Adshive Tape (P) LTD as an Accountant from 10th February 2008 to 20 December 2012.
* Worked in OASIS INDUSTRIES (P) LTD as an Accounts asst. from 18th February 2006 to 20 August 2008.

***Job Responsibilities:***

* Preparing site status report on monthly basis to Ministry of Health. (Farwaniya Hospital Site).
* Preparing various work schedules on monthly basis for HVAC, Plumbing, and Electrical & Civil works to be carried out by related technical departments.
* Preparing memos & letters to Ministry & Head Office.
* Send and receive the faxes & e-mails & replying in co-ordination with Site Manager.
* Making timesheet using ERP system (FOCUS) for 150 staff working at site (Farwaniya Hospital Site)
* Prepare the annual leave schedule for all employees & co-ordinate with HR department.
* Arrangements for Medical and Fingerprint to the newly appointed employees.
* Co-ordinate with HR & Management for employee queries & complaints.
* Updating & maintain the holiday, absence & training records of staffs.
* Updating, processing & filing of all documents related to the site.
* Prepare the material request for some consumable items & follow up with purchase orders & tracking the materials.
* Maintaining the site petty cash & forwarding to finance department for re-imbursement cash payment.
* Quantity surveying for received materials at site office.
* Having a good communication skill and soft spoken approach with everyone.

***Current Job Responsibilities (Accounts)***

* Prepare all type of Vouchers and posting on computer.
* Reconcile the Bank & Analysis the Creditors & Cheque Preparing.
* Reconciliation of Party’s A/c,
* Preparing & Checking the Debit Note, Credit Note & Traveling Bill.
* Prepare the details of Sales Tax requisition (‘C’ form, Form-38, Form).
* Maintaining Day Book.
* Prepare Sale Tax Return file.
* Prepare Excise Return file on line.
* Preparing Excise Bill.
* Voucher Entry, Cash Book, and Bank work.

**Personal Skills & Managements:**

* Self-Motivated, Team working & Interpersonal Skills
* Organizing Skills
* Positive thinking and Hardworking
* Effective Communications skills

***Personal Details:***

* Date of Birth : 04.07.1984
* Father’s Name : Akshay Kumar Kund
* Marital status : Married
* Languages Known : English, Hindi, Odia
* Nationality : Indian
* Sex : Male
* Passport No. : M5450842
* Passport Issue : 05/02/2015
* Passport Expire : 04/02/2025

DECLARATION: - I hereby declare that the above information is correct, true & complete from best knowledge. If given a chance, I assure that I will assume my all abilities for the satisfaction of my senior & management.

Yours truly,

Chinmaya Kund