

Resume

Avadhesh Kumar

Address-

Village: Gapalpur, Post: Dhupkari,

Distt- Auraiya, Uttar Pradesh

Pin Code -206244

Email ID: palavadheshkumar1526@gmail.com

Mob. No.: 9368678334, 7071675226



Career Objective:

To have a long term mutually beneficial relationship with an organization where I can learn as well as contribute my skills towards the betterment of organization and society as well and to be a valuable part of a growing organization that would give me opportunities to grow professionally and personally.

➤ Employment History:

- 2 Years working experience of Data Entry Operator on Project NPR in duration May-2014 to Jun-2016
- 2 years working experience with NTPC Limited (Hired by Utility Powertech Limited) for post of Highly Skilled Worker for SAP Assistant and at C&M Dept in duration Sep-2020 to Sep-2022
- In Present time working with Maruti Suzuki India Limited in Gurgaon since Sep-2022

➤ Key Skills:

SAP MM, SAP Success Factor, HR operations, ERP, Oracle Reports, Payroll management, Exit process management, Full and Final settlement, MIS, Excel report preparation, MS office tools, Advance excel, Record room manage, Query and grievances resolve.

➤ Expert in accurate operation on:

SAP Software MM Module-

- RFQ (Request for Quotation) Create, Purchase Order Create, Version Create,
- LD Invoice Create, Sale order create, Billing document create
- Vendor Code Create, Vendor master create, Maintain Bank details of vendor
- Change in vendor master data, Customer Code Create
- Invoice Parking, Payment Parking, EMD create and Parking,
- Bank Guarantee Create, Security Deposit refund create.
- Release (refund) of EMD, Release or refund of bank guarantee
- Create or update Vendors master details and bank accounts.
- Inbound delivery creates, Goods movement, Movement type 103-105,
- Material Inspection and approval, Create SRV (Store Receipt Voucher)
- Create reservation for issuing,
- End to End execution on MM Module related C&M (contracts and Materials)dept.

➤ **GePNIC Tendering Portal-**

- Create tender on GePNIC
- Publish tender
- Tender Opening (Bid opening)

➤ **Present Responsibilities**

Currently I am in Human Resource Management Department. Where my key job roles are:

- Execution of payroll functions
- Corporate compliance
- Support in prepare organization chart and hierarchy update
- Execution Full and Final settlement of left out employees
- Managing the documents related to exit process.
- Calculation of salary and other parts of exit process.
- Generate and issue of Resignation acceptance letter and Service Certificate
- Managing MIS of employee's personal data like personal files and other documents.
- Managing MIS of Record Room, stationary and other related functions
- Managing the data of sent/received couriers.
- End-to-end execution of Purchase Orders, Payment advice, Receipt and payment parking
- Response of calls/emails and all other queries related to help desk and exit process
- Execution of background verification of employees from other companies.

➤ **Advance Excel-**

- Creation the salary of employees.
- Execution of Pivot table, VLOOKUP, hlookup and Macros.
- Execution of Conditional formatting and all styles
- Handling the data of by using advance features like Pivot chart, Data validation, Data filter etc.
- Execution of Logical and mathematical formulas.
- Managing the attendance of employees.

➤ **Google Features**

- Creation of Application forms for recruitment by Google forms
- Creation and Sharing of data by Google sheets.
- Working on Google Docs.

Academic Qualification:

CLASS	YEAR	BOARD	%
10TH	2009	U.P Board Allahabad	50.20
12TH	2011	U. P Board Allahabad	62.40
B.Sc.	2014	CSJMU Kanpur	53.00

➤ **Technical Qualification:**

- Diploma in Certificate in Computer Application & Accounting (CCAA)
- Diploma in CCC
- Accounting – MS Access Tally 7.2, 9.0 with VAT.



Personal Information:

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|------------------|---------------------|
| • Father name | Mr. Raghuveer Singh |
| • Mother name | Mrs. Sudha Devi |
| • Date of birth | 05-oct-1993 |
| • Gender | Male |
| • Nationality | Indian |
| • Language known | Hindi & English |
| • Marital status | Married |

DECLARATION:

I hereby declare that the Information furnished above is true to the best of my knowledge.

Date:

Place:

(AVADHESH KUMAR)