

Curriculum Vitae

Kamlesh Kumar
S/o Sh. Karam Chand
A-11/2A, Shyam Vihar
Phase-II, Goyala Diary Road,
Deendarpur, Najafgarh ,
New Delhi-110043
Mob: 9968356735, 25317113
Email.kamleshkumar374@gmail.com

KAMLESH KUMAR

CAREER OBJECTIVE :-

To excel in both personal and professional life by adhering the policy of hard work honesty and learning the best so could contribute to growth of organization and grow in my career path.

ACADEMIC QUALIFICATION :-

GRADUATION from Punjab University (Chandigarh)
MBA (In Finance) from National Institute of Management Maharastra

EXPERIENCE :-

I Have Worked with M/s Texla Electronic at Ludhiana (Punjab)
(As a Excise Asstt. from Dec.1990 to Oct 1993)

I Have Worked with M/s Bhurji Supertek Industries Ltd (Gurgaon)
As a Asstt. Excise Officer. From Oct 1993 to June 1998

I Have Worked with M/s Galaxy (FRP) Pvt Ltd. (Gurgaon)
As Excise-Cum-personal Officer. Since July 1998 to May 2004

I have worked with M/s Sperry Plast Limited. M.I.E.1121 Bahadurgarh,
Haryana As a Sr. Excise Officer since May 2004 to June-2011(Cum Plant Head)

**I have work with M/s Stic Pens Limited New Delhi As a Asstt Manager Excise/Store
From 20th June -2011 to till date**

EXCISE /SALE TAX WORK :-

Maintained of whole Excise document Personal Ledger Account, R.G.23A Part-II, RG-23C Part-I, RG-23-C Part-II, Form- R.G.I Under rule – of central Excise Rule-2002, Duty payable report, daily production report, Captive use stock Ledger Report, From-RT-V or Raw material use in finished goods produce,Excise Duty Deposit Form GAR-7 Central Rule-7,ER-1,(RT-12) ER-3,ER-4, ER-6, Return Trading Account,Form-2,Sales Register,D.S.R. Form-V-D-3,Service Tax Return Form ST-3 under section 70 of section 70 of finance act-1994, and vat ,Central Sales Tax , Sales Tax Return R-1 and R-2 and assessment of sales Tax. For export B-1 Bond Security,Perpare of Export Paper Commercial Invoice, Packing List, Form ARE-1, Form ARE-3 and BRC and Study of LC for Prepare of export document for Export payment. Journal Voucher,Cash Voucher,Cash Received Voucher,Purchase Book, TDS,Bank Reconcile,Form-C, Form Vat,C-4, Form Vat D-4, Form-F, Form-E etc.

LABOUR JOB:- 57AC(5) Annexure IV-Stock Register of goods sent for processing /job work, Annexure-187, Account of Receipt of Raw Material Input, partial process goods, Semi finished goods, Annexure –VI, Subsidiary Challan for job work.

MISC WORK:-

Dealing with all matter related with Excise , Sales Tax, Vat , CST, Return Assessment, Store inventory, Physical Control and dealing with concerned Person in Central Excise, Range Office, Division Office, Antievision , Preventive Staff and sales tax Staff and liaison work case of Excise and Sales Tax, Provident Fund, ESIC, PF Annual Return and ESIC Half Yearly Return and labour law etc. and Watching whole expenses cash and credit of Factory.

PERSONAL PROFILE :-

- * Fathers Name : Sh. Karam Chand**
- * Date of Birth : 26th Feb, 1964**
- * Gender : Male**
- * Marital Status : Married**
- * Language Known : English, Hindi, Punjabi & Himachali**
- * Nationality : Indian**
- * Salary Expected : Negotiation**

Highly result orientated with degree of initiative good communication skill and presentation skills always striving for efficient time utilization and trying to excel at each of life.

In view of above request you to be kind enough to be given an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness, I shall be highly thankful to you.

Thanking you in anticipation.

Place : New Delhi

Date : **(Kamlesh Kumar)**