

RESUME

ROUNAK KUMAR

Qr. No. – 1405, Street – 07, Sector – IX/A
P.O – Sector IX, P.S – Harla , Sector -IX
Bokaro Steel City, Jharkhand - 827009
Mob no. – 6201220448, 8271333678
Email Id : rounakumar1806@gmail.com



❖ **Career Objective:** To pursue a profession in a dynamic and reputed organization, that would provide challenging assignment and opportunities to learn, apply and enhance my knowledge for the overall growth of mine as well as the organization.

❖ **Academic Qualification:**

- High School from C.B.S.E in 2011 with 1st division.
- Intermediate (Commerce) from C.B.S.E in 2013 with 1st division.
- B. Com Accounts Honors. From V.B.U, Hazaribagh in 2017 with 1st division.

❖ **Other Qualification:**

- Advance Diploma in Computer Application (**ADCA**).

❖ **Strengths:**

- Good communication skills.
- Ability to adapt and strive for an excellence in any working environment.
- Discipline, Honesty & Belief in growth.

❖ **Experience:**

- ❖ 1. Working with **Gayatri Projects Ltd, NH-82, works** FROM Gaya to Biharsharif KM 0+000 to 92+935 OF NH-82 TO IN THE STATE OF Bihar with JICA – ODA Loan Assistance (Agreement No. BSRDCL/LOKAYATAN/22-2/2016.

Client	: - BSRDCL
Contractor	: - Gayatri Projects Ltd,
Consultant	: - ICT (P) Ltd. In (JV) With Rodic Consultants (P) Ltd.
Project Cost	: - 925 Crore
Location	: - Gaya –Hisua-Rajgir-Nalanda-Biharsharif Section Km.00+000 to 92.935 of NH-82.

From February, 2017 to 23 December'2022 - Working with M/s Gayatri Projects Limited as Accountant. for NHAI project namely- "Four Laning of Gaya Section of NH- 82 from km. 00+000 to km.92+932 in the State of Bihar".

Responsibilities:

- Responsible for proper maintenance of Cash, Bank, Hire Bill, Store MRN, Service Bills and Journal Vouchers with all supporting documents.
- Responsible for Data entry into ERP package for maintaining Bank, Cash, Journal Vouchers, Store MRN, Hire Bills and running various F&A reports.

- Handling the works pertains to Store Department and also responsible for reconciliation of stock items.
- Involving bank activities {RTGS, NEFT, Cheque Deposits, DD, and BG's}.
- Periodic reconciliation "Inter Site" transactions, Periodic Bank Reconciliation.
- **Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.**
- Handling all the Cash & Bank transactions and maintaining monthly, weekly and daily reports of transactions.
- Maintaining healthy relationship with banks, vendors, sub-contractors and staff.
- Verification of Purchase bills, Expenses bills and Payment vouchers, Receipt vouchers, Journal vouchers.
- Sub-contractor/PRW bills verification and comparison with work orders, timely payment of sub-contractor bills after adjusting advances TDS and other recoveries, keeping track security deposits of subcontractor.
- **Secures financial information by completing data base backups.**

❖ **Reason for Change:**

- **For better growth & increased responsibility in a new profile with better learning**

❖ **Personal Profile:**

Father's Name	:	Vikash Kumar Thakur
Mother's Name	:	Poonam Devi
Date of birth	:	15/10/1995
Sex	:	Male
Category	:	OBC
Marital Status	:	Unmarried
Religion	:	Hindu
Nationality	:	Indian
Permanent Address	:	Qr. No. – 1405, Street – 07, Sector – IX/A P.O – Sector IX, P.S – Harla Sector -IX Bokaro Steel City, Jharkhand - 827009 Mob no. – 6201220448 , 8271333678 Email Id : rounakkumar1806@gmail.com

Vaccinated with 2nd Dose of COVID - 19

❖ **Declaration:**

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

Date : 23.12.2022

Place : Bihar (Gaya –Bihar Sharif)

(Rounak Kumar)