



## Archana Kumari

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### Profile

Motivated professional with more than 6 years of industrial experience in roles such as Accountant, Shopper, and Warehouse Employee.

### Education

2011 – 2014 Bachelor's in commerce / Account Honours  
Ranchi University, India

### Work experience

- |                      |   |                           |
|----------------------|---|---------------------------|
| Nov 2020 – Current   | <b>Cycle Counter (Inventory)</b><br>GXO Logistics through Randstad  | Fokkerweg,<br>Netherlands |
|                      | <ul style="list-style-type: none"><li>▪ Responsible for checking of the Inventory.</li><li>▪ Report Inventory Issues.</li><li>▪ Collaborate with admin for the stock related issues.</li></ul>  |                           |
| <hr/>                |   |                           |
| Aug 2019 – July 2020 | <b>Shopper</b><br>Picnic Netherlands B.V.   | Amsterdam,<br>Netherlands |
|                      | <ul style="list-style-type: none"><li>▪ Order collection.</li><li>▪ Coordination with various teams for proper outbound order flow</li><li>▪ Process coach</li><li>▪ Quality Assurance</li></ul>  |                           |
| <hr/>                |   |                           |
| June 2015 – Aug 2018 | <b>Assistant accountant</b><br>Mangalam Tires Pvt Ltd.  | Ranchi, India             |
|                      | <ul style="list-style-type: none"><li>▪ Keeping account books and systems up to date.</li><li>▪ Maintain Bank Reconciliation Statement, Internal Store and Reconciliation of Debtors &amp; Creditors.</li><li>▪ Compiling and presenting financial and budget reports.</li><li>▪ Maintain the Preparing accounts and tax returns.</li></ul> |                           |
| <hr/>                |   |                           |

### Courses

- |                |  |                           |
|----------------|--|---------------------------|
| 2022 - Current | Google IT Support (Coursera)           | Amsterdam,<br>Netherlands |
| 2018 – 2019    | SAP BO/ BI, Reporting Tool Training    | Amsterdam,<br>Netherlands |
| 2014 – 2015    | Diploma in computer applications (DCA) | Ranchi, India             |
| 2013 – 2014    | Tally Software Version ARP 9.0         | Ranchi, India             |

## Skills

Technical skills	<ul style="list-style-type: none"><li>▪ Microsoft Office Applications</li><li>▪ Computer Applications</li><li>▪ SAP Accounting Tools</li></ul>	<ul style="list-style-type: none"><li>▪ Web Intelligence BO Reporting Tool</li><li>▪ Universe Design Tool (UDT)</li><li>▪ Information Design Tool (IDT)</li></ul>
Soft skills	<ul style="list-style-type: none"><li>▪ Effective communication</li><li>▪ Troubleshooting</li><li>▪ Commercial Awareness</li><li>▪ Relationship's builder</li></ul>	<ul style="list-style-type: none"><li>▪ Proper phone etiquette</li><li>▪ Initiative</li><li>▪ Teamwork</li></ul>

## Interests

- Travelling & exploring new places
- Listening to music

## Personal Dossier

**Nationality:** Indian

**Languages are known:** English, Dutch (Level A2)