

CURRICULAM VITAE



Vikash Kumar

F-17, Kalpkamdhenu Nagar, Opposite Velocity Talkies, Indore 452010

Contact No:- 88-89-85-1887

Email-Id - vikaskumar.sen1992@gmail.com

Career Objective

To get a challenging and responsibility position in an organization and to Serve it with my diligence, competence and honesty by delivering my best Performance and want to achieve the desired organizational goals with my full efforts and efficiency.

Working Experience Synopsis

- Organization : VE Commercial Vehicles Limited (Volvo & Eicher Group Joint Venture).
 - Duration : 3rd Oct'17 **till date.**
 - Profile : Junior Manager.
- Organization : BHARTI Infratel Ltd (Indus Tower Ltd) Indore.
 - Duration : 5th April 2016 to 2nd Oct'17.
 - Profile : As a MIS Associates (O&M) deputed through Randstad Pvt. Ltd
Received [Spot Award](#) in June'17 for best performance, team work, timely reporting.
- Organization : MPPKVVCL (MPEB) Polo ground Indore.
 - Duration : Oct'13 to 5th Apr 2016.
 - Profile : As a Shift Supervisor cum MIS Analyst (Operation).

Reward, Recognition & Certificate

- Received [Tatkal Award](#) in 3rd Mar'18 for team work, best performance & excellent MIS.
- Received [Tatkal Award](#) in 10th Jul'18 for migration of new plant invoice clearing.
- Received [Tatkal Award](#) in 10th Oct'18 for Securing GSTN on invoice which resulted into GST credit.
- Received [Tatkal Award](#) in 8th May'19 for highest emp. reimbursement claim processing.
- Received [Effective E-mail Etiquette](#) certificate in the month of Dec'21.
- Received [Effective Time Management](#) certificate in the month of Dec'21.

Technical Skills

- Strong knowledge in MS Office Suite, Google sheets skills, generates Reports, Graphs, and Presentations.
 - Advanced Knowledge of Advanced Excel & MS Office.
 - Strong technical skills: Strong technical skills data processing.
 - Able to handle high level data analysis and data.
 - Industries Worked: Telecom, Automobile, Electricity Board, CRM.
 - Good Typing Speed (Hindi & English).
- Exposure Knowledge on MS Office Suite (Word, PowerPoint, Excel, Outlook).
Advance Knowledge on MS Excel :- Vlookup(), Hlookup(), PIVOT, SLICERS, Macros
ETWORKDAYS(), NETWORKDAYS.INTL(), AVERAGE(), AVERAGEIFS(),
Nestedif(), Text(), Now(), SUM(), SUMIF(), SUMIFS(), COUNTIF(), COUNTIFS(),
IF(), Today(), NOW(), Upper(), lower(), proper(), iserror(), Wrap text, Merge, Chart, conditional Formatting,
Aging, Counta(), delimiter, Freeze panes, Grouping, Subtotal
(), trim(), EXACT(), REPT(), AND(), OR(), Left(), Right(), Mid(), FIELDS, ITEMS & SETS etc.
I have also knowledge about Oracle, SAP-FICO and Oracle.

Working Experience Brief

VE Commercial Vehicles Limited (Volvo & Eicher Group joint Venture). Working Area – Payroll Junior Manager (From Oct'17 to till date)

- Regular monitoring of pending claims, SLA's and closure in time bound manner so created SLA dashboard.
- Preparing MIS reports on daily, weekly and monthly basis.
- Coordinating closely with various business units.
- Providing various analytics relating to claims volume and expenditure categorized into employee wise, designation wise, vertical wise for review and monitoring.
- New process development and monitoring to make it streamlined Maintaining and Developing Customer relationship to next level.
- Identification of Duplicate claims through Detective control checks and validations on report.
- Ensuring effective process and control through sample validation of processed documents.
- Responsible for Invoice dispute resolution, Query Resolution, payroll related entries posting, Bank reconciliations, Supplier Reconciliations and other discrepancy resolutions.
- Managing various information trackers and Dashboard with varied frequency for Pending claims, Ageing Report, Hold etc.
- Exposure Knowledge in **SAP FICO** for accounting, report extraction. Working knowledge around reports and accounting.
- Responsible for processing and accounting of employee claims and vouchers for various natures (Travel, Flexi-Pay, Other expenses).
- Review of employee balances and outstanding and follow-up with employees for regularization
- Automation of existing dashboards to reduce latency of reports and dependency on manual processes & responsible for Coordination with respective employee & staff.
- IT developments on Evolve (Employee self-service Portal) relating to various reports, Digitized documents submission by employees, Controls in claim process etc.
- Keeping financial records vouchers and balances various accounts using manual and computerized bookkeeping system.
- Handling Query management and helpdesk both over mails and direct telephonic communication.

Randstad Pvt Ltd Deputed to Indus Tower Ltd formerly BHARTI Infratel Ltd Indore. Working Area – Estate management (From Apr'16 to Oct'17)

- **Maintaining all trackers** (SR-SP tracker, SO tracker, ownership change tracker, new sharing tracker, Circle & HO eNFA tracker, New lease creation tracker, total rental tracker etc.).
- Generating Preparing Daily, Weekly, Monthly MIS Reports.
- Assisted employee/staff to retrieve data from system & able to handle high level data analysis and data.
- Maintained a variety of file systems, review user requests and requirements.
- Office Operations/Data Reporting, Analysis and reporting to reporting manager any deviation from procedures, policy, defined Standard operating model.
- Responsible to generate, maintain, consolidate and track various reports.
- Developing and execute data-based experiments to increase efficiency of decision making.
- Handling multiple reports, working with formula, pivot tables pivot charts, and various other excel sheet components for accurate data.
- Identify the opportunities of automating the reports, snapshots and dashboards using advanced formulae, Macro.
- Handling multiple reports, working with formula, pivot tables pivot charts, and various other excel sheet components for accurate data & updating various informative Dashboards on daily and weekly basis.
- Emailing Reconciled MIS Reports with data visualization details using charts like Bar Chart, Pie Charts, experiencing in data analysis, prioritizing and managing tasks/requests, team management exposure and self-motivated with high level of ownership.

**Prime one Pvt. Ltd Deputed to MPEB Polo ground Indore.
Working Area – Operations Department (From Oct'13 to Apr'16)**

- Responsible for monitoring total complaint of the day (Complaint Received, Resolved, Cancelled, pending). Making Daily Progress Report (DPR), Monthly Progress Report (MPR) and other reports.
- **Preparing MIS reports on** daily, weekly and monthly basis.
- Complain data from FOC's (fuse off call) & update with portal & share the final report.
- Responsible for urjas report, Online Consumer complaint resolution status on daily basis
- Responsible for Reporting of all report Zone wise, Area wise to respective EE, AE, DE & Lineman also same in our FOC's.

Academic Qualification

- **High School** passed out in **2008** from **MP board** with the **80%** Marks.
- **Higher Secondary** passed out in **2010** from **MP board** with the **72%** Marks.
- **BCA** from Siddhartha Institute of Information Technology Dhanpuri, Shahdol (M.P.) affiliated to MCRPV, Bhopal in 2013 with the **80.88%** Marks with Regular.
- **PGDCA** from Siddhartha Institute of Information Technology Dhanpuri, Shahdol (M.P.) affiliated to MCRPV, Bhopal in 2016 with the **67.90%** Marks with Regular.
- **M.A. in Yoga** from GACC Indore (M.P) which is affiliated to DAVV Indore (M.P.) in 2020 with **68%**.

Hobbies:

Doing Yoga, YouTubber (Online General Awareness, Yoga ([YogawaleVikash](#)), Exceltraining ([EasyExcelGyan](#)) etc.

Personal Profile Brief

- Name : Vikash Kumar.
- Date of Birth : 05 May 1992.
- Parent Name : Mr. Dinesh Kumar & Mrs. Vimala Devi
- Spouse Name : Meena Devi.
- Language Known : Hindi and English.
- Marital Status : Married.
- Permanent Address : Village - Kushmaida, Post office–Akauri,
: Tehsil - Jawa, Distt. - Rewa (M.P.) 486223
- Temporary Address : F-17, Kalpkamdhenu Nagar, Indore 452010.

Declaration:-

I hereby declare that the above mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place:_____

Vikash Kumar

Date:_____