

CURRICULAM VITAE



Vikash Kumar

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

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Career Objective

My objective is to get associated and work in a quality driven environment where I can work, grow and show My talents, skills and grow with the team of dedicated professionals.

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.**
- **Knowledge of accounting.**
- **Advanced Knowledge of Advance 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.**
- Managing various information **Trackers and Dashboard** with variety of expense, Reimbursement for Pending claims, Ageing Report, Hold, Reject expenses etc.
- Coordinating closely with various business units regarding **Joining Expense, Transfer Expense, Scholarship , Interview, Stipend Expenses** and their **accounting**.
- Master creation of new employee in **SAP-FICO (T-Code FK01,FK02,FK03)** and updation in case any change required.
- Employee code extension **SAP-FI (T-Code XK01)** for PO as per business requirement.
- Code block in master data **SAP-FICO** for exit employee or transfer employee to avoid un necessary transaction.
- 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 Customerrelationship 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.
- Exposure Knowledge in **SAP FICO** for accounting, report extraction.
- 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 documentsubmission by employees, Controls in claim process etc.
- 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/dashboard** (SR-SP tracker, SO tracker, ownership change tracker, new sharingtracker, Circle & HO eNFA tracker, New lease creation tracker, total rental tracker etc.).
- **Generated and Prepared Daily, Weekly, Monthly MIS Reports.**
- Assisted employee/staff to retrieve data fromsystem & 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:_____