

RESUME

PAWAN KUMAR

Mobile no:+91-9814361289

Email Id: pawanhans967@gmail.com

Objective:

To polish my skills.I want to work in an Organization not as an employee but as a family member with all my responsibilities and love towards my work.

Education Qualification:

Course	University/Board	Passing Year	Marks scored
M.C.A	I.K. Gujral Punjab Technical University Jalandhar	Pursuing
C.S.E	PSBTE	2022	71.00%
B.C.A	I.K. Gujral Punjab Technical University Jalandhar	2020	65.40%
12 th	PSEB	2015	52.00%
10 th	PSEB	2013	50.00%

Strength:

- Hard Working & adaptable to any situation.
- Eager to learn new things.
- Work according to conditions.

.EXPERIENCE:

Backend Department

R.K. Jain and Associates

July 5, 2024 – Present

(Retail FR, GPON FR,

Accounts Department

Account Assistant Nicer Paper Mills, Kathua

December 16, 2022 – March 31, 2024

- Managed daily financial transactions, including accounts payable and receivable.
- Prepared and processed invoices, expense reports, and financial statements.
- Reconciled bank statements and resolved financial discrepancies.
- Assisted in monthly and year-end financial closing procedures.
- Coordinated with other departments to ensure accurate and timely financial reporting.
- Maintained and updated financial records and documentation.

Hobby:

Reading Books, Listening Music and Surfing Internet

Personal detail:

Father name : Sh. Gian Chand

D.O.B : 13-05-1997

Sex : male

Postal Adds : Vill- Niwan Dhakala, PO- Behrampur

Dist. Gurdaspur

Punjab Pin Code: 143532

Marital status: unmarried

Nationality : Indian

Language Known: English, Hindi and Punjabi

Declaration

"The above information, to the best of my knowledge, is correct and true. No attempts have been made to falsify details.

Date.....

Pawan Kumar