

PAPPU KUMAR

(Office Asst. Accountant)

Present Address: - Bandel
Hooghly West Bengal.

Mob : - 8051881167

Email: - pappukumar5762@gmail.com

❖ Career Objective

To work in an organization where I can use my skills and knowledge to deliver value added results that provides me job satisfaction and self-development which help me achieve personal as well as organizational goals.

➤ Education

Examination	Board	Name of institute	Year of Passing	% Of marks
Matriculation	BSEB PATNA	B. N. High School Teyai	2011	55.6
INTERMEDIATE	BSEB PATNA	Dr. R.M.L.S. College Muzaffarpur	2013	55.8
B Sc. (Mathematics)	LNMU DARBHANGA	Sant Kabir College Samastipur	2017	64.5

➤ **Computer Education:** - Diploma in Computer Applications.

❖ Working Experience

A.	Company Name:	Rambaran Singh Apex Pvt. Ltd.
	Designation:	Site HR Admin & Office Asst. Accountant
	Project Name:	Dhamra-Angul GAIL Project Terminal/Station Civil Construction
	Duration:	12-11-2018 to 01-01-2022 [3yr – 2Months]
	Works Handled:	Site Supervision, Site Materials Handling, maintaining all register (Arrange Manpower, Materials, Site Expenses etc.), Room, Vender, Vehicle hire & Log Book maintaining with Petrol/Diesel consumption, Site Material Purchasing, Liasoning .

B.	Company Name:	Rambaran Singh Apex Pvt. Ltd.
	Designation:	Site HR Admin & Office Asst. Accountant
	Project Name:	ASPL GAIL Pipeline Project
	Duration:	02-01-2022 to 04-02-2023 [1Yr - 1Months]
	Works Handled:	Office Administration Management, Rental and Fuel Vendor Management, Overall Site Expenses Management, Data Entry in MS Excel & sending mail to HO, Staff attendance management, all Room, vehicle Hire & Log Book Checking with Petrol/Diesel consumption, Staff Mesh & Accommodations, Payroll Laboure, Employee Relations, Management.

C.	Company Name:	Rambaran Singh Apex Pvt. Ltd.
	Designation:	Site HR Admin & Office Asst. Accountant
	Project Name:	BGCL CGD Pipeline Project Hooghly West Bengal
	Duration:	06-02-2023 to Present
	Works Handled:	Office Administration Management, Rental and Fuel Vendor Management, Overall Site Expenses Management, Data Entry in MS Excel & sending mail to HO, Staff attendance management, all Room, vehicle Hire & Log Book Checking with Petrol/Diesel consumption, Staff Mesh & Accommodations, Payroll Labourer, Employee Relations, Chain Management, Training development.

➤ **Hobbies and interests**

Gardening, Playing Cricket, Driving & Capturing Photo

❖ **Personal Details**

Father's Name : - Jagdish Sharma
Permanent Address : - Chakkapar Nawada Bachhwara Begusarai Bihar 851111
Date of Birth : - 15 Jan 1996
Height : - 5'-11"
Language Known : - English, Hindi, Oria
Marital Status : - Single
Nationality/Religion : - Indian / Hindu

Declaration

I hereby declare that the information given above is true to the best of my knowledge and belief. In case any information is found false or incorrect at any stage, my candidature is liable to be cancelled.

Signature: *Pappu Kumar*