

ANIL KUMAR

Mobile: - # 9716528294

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ABOUT ME

To work in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve and to My Self, while upgrading my skills and knowledge.

EDUCATION

- Matriculation Certificate from C.B.S.E. Board.
- Higher Secondary Certificate from N.I.O.S. Board.
- Graduate Degree from Kannur University.

EMPLOYMENT HISTORY

Three Years of experience from AKUMS DRUGS & PHARMACEUTICAL LTD as a Senior Executive from March 2013 to September 2016.

- Managed purchase and ensure that material, stationery, articles etc. handover to the requested desk/department on time.
- Managed dispatch of Above 250 couriers on daily basis.
- Managed incoming couriers and ensure dispatch to related to desk/department.
- Monitoring house-keeping employees & pantry employees.
- Audited, tracked and checking of courier bills, value is about 3-4 Lacs per month.

Two Year of Experience from OXY300 PROMOTIONS PVT LTD as a Senior Executive from October 2016 to December 2018.

- Customer's Data Entry in the company's Software.
- Export customer list from the company's software and credit pay out in their respective Account.
- Payment Follow-up to the customer for Pending payment.

One Year of Experience from GOOD LUCK FINANCIAL INCLUSION PVT LTD as a Senior Executive from January 2019 to January 2020.

- Customer's Data Entry of new customers profile in Company Software.
- Draft Legal Notice & Arbitration Notice.
- Follow up for the pending payment to the defaulter cases.
- Preparation minimum 100 Envelope per day of Legal Notice & sent to the Defaulter.

One Year of Experience from SMC INTERNATIONAL as a Office Executive from January 2020 to December 2020.

- Stock Managed in Excel on daily basis.
- Draft Letter for the pending payment & Sent to the Party.
- Follow-up for the pending payment.
- Dispatching stock to the party before given time.
- Bringing cash Above (5 Lakh) from party and handover to accounts department.
- Office maintenance & Patty Cash.
- Labour Handling.

I.T SKILLS

- Installation Maintains and Troubleshooting of Windows, and Desktop.
- Installing Operating system like Win98, 2000, XP, server 2003, Vista. Server 2008 & Windows Software's.

COMPUTER PROFICIENCY

- Advance Knowledge of Computer in MS-Word, Excel, internet Outlook.

- Typing Speed **45+ Word Per Minutes.**
- Knowledge of Advance Excel (H-lookup, V-lookup, Pivot Table & other formula's)

PERSONAL INTERESTS

- Playing cricket Working on Computer
- listening Music Watching Hollywood Movie

PERSONAL DETAILS

Father's name	:	Sh. Inder Singh	Date of Birth	: February 2 nd , 1988
Gender	:	Male	Nationality	: Hindu
Marital Status	:	Married	Address	: House No: - 153, Near Silai Center V.P.O Begumpur Delhi: - 110086

DECLARATION:

I, **Anil Kumar**, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Anil Kumar
Rohini, Delhi

