

CURRICULUM VITAE

SANJEEV KUMAR

R/O: WZ-283/27 Street no -2
Vishnu Garden, New Delhi-110018
Ph: 9899698473
Email: Sanjeevrathore51197@gmail.com

OBJECTIVE

To pursue a key role as a member of your reputed organization where I can exploit my skills and company's growth with a constructive and clear approach.

WORK EXPERIENCE

- **Oriental Consultants India Private Limited**
PMC for DFCCIL, Western Corridor-phase-2
Designation – Assistant Document Controller
Project – Double line Electrified Railway Track with Signalling & Telecommunication system and related infrastructure for Rewari – Dadri and JNPT-Vadodara section (approx. 555 Route KMs) of Phase-2 of the Western Dedicated Freight corridor and for procurement of Electric Locomotives.
Duration- (April 2019 To Till Date)

Key Responsibilities in Organization

- Responsible for overall Document Management workload.
- Receive Correspondence from all contractors (from overall WDFC Phase-2 project) and distribution to concerned department & follow up for timely action taken of the correspondence.
- Managed documentation of projects as per procedures and work instructions.
- Hyper-linking of all incoming Letters/Documents/Drawings and stored in respective logs.
- Sending Letters by email to the Contractor, Zonal Management teams, and Employer.
- Manage EDMS and Control document retrieve system, includes client, contractor, and other agencies.
- Maintain an efficient filing system and archiving in Shared Drive.
- Familiar and very good knowledge about project documentation which includes receiving, updating of correspondence, distributions, and follow up as arrangements.
- Contributes to team effort by accomplishing related results as needed.
- Making Statical monthly progress reports desired in different formats.
- Making and updating weekly presentations of all packages.
- Coordinating and giving the desired assistant to the planning team by MIS reports and presentations.

➤ **M/S USHA SPUN PIPES**

Manufacturer and Traders of R.C.C. Concrete Pipes, Manhole Covers and Frames

Designation – Accountant

Duration- (June 2018 To April 2019)

Key Responsibilities in Organization

- Enter posting of Purchase, Sales, Payment, Receipt, Contra, Journal vouchers and C-forms Etc.
- Receipt collection.
- Debtors and Creditors Reconciliation.
- Prepared Tax invoice, vouchers, and agency payments.
- Sale and Purchase total reconciliation of account calculations.
- Reconciliation of Bank Statement.
- E-way bills.
- Manage account receivable and account payable.
- Monitor and record company expenses.
- Make a summary of GSTR-3B
- Verify purchase register from GSTR-2A

➤ **SONU GUPTA AND ASSOCIATES (C.A. FIRM)**

Managing Client's Daily General Accounting.

Designation- Accountant

Duration- (Feb 2017 To June 2018)

Key Responsibilities in Organization

- Enter posting of Purchase, Sales, Payment, Receipt, Contra, Journal vouchers and C-forms Etc.
- Verify purchase register from GSTR-2A
- Debtors and Creditors Reconciliation.
- Sale and Purchase total reconciliation of account calculations.
- Reconciliation of Bank Statement.
- Manage account receivable and account payable.
- Monitor and record company expenses.

EDUCATION QUALIFICATION

- **M.COM** from **IGNOU** (pursuing final year)
- **B.COM** from **DELHI UNIVERSITY**
- **12th** from **CBSE**
- **10th** from **CBSE**
-

ADDITIONAL SKILLS

- MIS Reports and PowerPoint presentations.
- AutoCAD (2d+3d) from **CADD CENTER** (Green Park), New Delhi.
- Adobe Acrobat DC
- Experience with Microsoft Office Word, Excel, and PowerPoint presentations.
- Basic computer skills
- Typing @40wpm
- Tally
- Good communication skills.

PERSONAL PROFILE

- Father's Name : Sh. Banwari Lal
- Date of birth : Nov 5th 1997
- Gender : Male
- Marital status : Unmarried
- Languages knows : English and Hindi
- Nationality : Indian
- Hobbies : Walking
- Strength : Good behaviour

INTEREST AND ACTIVITY

I am a keen runner and this not only help me keep fit but also helps me network with other runner in the community.

DECLARATION

I do hereby declare that all the details and particular furnished above are correct to my knowledge

PLACE: New Delhi

Date:

(Sanjeev Kumar)