

RESUME

VIVEK KUMAR

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➤ Objectives:

Looking for a challenging career in dynamic and renowned organization, which offers challenging tasks to its people, giving me a chance to build a successful career and excellent growth of company.

➤ EXPERIENCE

“Broadcast Engineering Consultant India Ltd.” (A Government of India Enterprise – Under Ministry of Information & Broadcasting)
(A Mini Ratna Company) as an Account Executive from 08.Jan.2016 to 30 June 2021.

Avon Solutions & Logistics Pvt. Ltd. Mailroom Operation from 06 May 2013 to 07 January 2016.

➤ Finance & Accounts:

- SOP & Roll out Assisting: Ensure all SOP as a Finance Lead thru self & Circle Team. Control on Variances, Deviation analysis- target vs. actual as to Circle / HO requirement, institutionalize corrective action
- Collection & RA: Collection Entry, Revenue Assurance, Gain / Loss Adjustment
- Account Payable: Supplier Balance, Fund requirement, Supplier Bill Process, Supplier Payment of regular items, Supplier Reconciliation, Supplier F&F, and Supplier TDS & GST matters etc.
- Cash Collection and Payment
- Advance Control: Employee Advance & Supplier Advance controlling.
- Books of Accounts: BRS related ERP Entries, BRS Certifications & Declarations, BRS Final.

➤ Professional Qualification:

- MBA From SVSU Meerut

➤ Educational Qualification:

- M. Com from IGNOU
- B.Com (H) Passed from VKSU. Ara
- 12th Passed from BSEB Patna
- 10th Passed from BSEB Patna

➤ Technical Experience:

- Accounting Packages: Tally & DCA
- Operating System: Microsoft Windows all version

➤ **Skills:**

Effective networking
Ability to achieve targets
Creativeness
Good coordination and organization mentality
Leadership

➤ **Field of Interest:**

Accept job leading career growth and more knowledge in interested field.

➤ **Personal Profile:**

I am always ambitious into work in a team or independently raising extra hours of work in rendering the services with dedication and for betterment of organization. I am affable, straight forward, sincere and self confident person who wish to take up any challenges. I strongly believe in being pragmatic about everything and I value truth and honesty the most in life. Have excellent communication and presentation skills.

Father's Name	:	Jitendra Kumar Singh
Nationality	:	Indian
Date of Birth	:	10 Nov 1992
Marital Status	:	Unmarried
Languages Known	:	English & Hindi
Hobbies	:	Playing Cricket, Listening Music
Strength	:	Hard Working, Loyal & Honest

➤ **Declaration:**

I here by declare that the information given above is true and complete to the best of my knowledge and belief.

Place:

Date:

(Vivek Kumar)