



RAJEEV KUMAR

Store Manager / Accountant

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PROFILE INFO

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge, this could provide me an insight into new aspects so that it would be helpful for my career.

SKILLS

- Staff management
- Inventory management
- POS systems
- Store opening and closing
- Inventory control
- Customer relations
- Staff supervision
- Customer service management
- Invoicing
- Receivable
- Book keeping
- Journal
- Adjustment Entry
- Depreciation Journal Entry
- Gst
- Bank Reconciliation
- Payable
- Ledger
- Cashier Activities
- Profit & Loss

LANGUAGES

- English
- Hindi



EDUCATION

2012	Bachelor of Science. (Chemistry)
2015	Magadh University Bodhgaya. (PERCENTAGE-58.75%)
2010	12 th (Intermediate)
2012	B.S.E.B. Patna, Bihar (PERCENTAGE-64.6%)
2009	10 th (Matriculation)
2010	B.S.E.B. Patna, Bihar (PERCENTAGE-74.8%)
	D.C.A (Diploma in Computer Applications)
	Tally (Accounting)



OPERATING SYSTEM

Windows 7,8,10



APPLICATIONS PACKAGE & TOOL

M.S. Office Advance Excel (Vlookup,Hlookup,Pivot Table,Graph)
Tally ERP & Tally Prime (Billing & Accounting)
Marg ERP (Billing & Accounting)
Biltron (Billing & Accounting)
Photoshop (Editing)



EXPERIENCE

OCT-2023

Restaurant Manager

NOW

Theth Bihari Chhedi Bhai Restaurant

Boring Patliputra Road ,Patna-13

- Managed daily operations to ensure smooth functioning of the store, maintaining a clean, safe environment for customers and employees.
- Managed inventory control, cash control, and store opening and closing procedures.
- Completed point of sale opening and closing procedures.
- Resolved customer complaints professionally, leading to improved customer relations and loyalty.
- Assisted customers with inquiries and provided exceptional service, resulting in positive feedback from shoppers.
- Managed inventory levels effectively, reducing stock shortages and minimizing wastage.

MAR-2022

Accountant

SEP-2023

Basant Bahar Restaurant, Kanakarbagh ,Patna-20

- Handled day-to-day accounting processes to drive financial accuracy.
- Gathered financial information, prepared documents, and closed books.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Used advanced software to prepare documents, reports, and presentations.
- Maintained up-to-date knowledge on professional accounting standards to manage financial recordkeeping.
- Enhanced financial accuracy by meticulously reconciling bank statements and financial records monthly.
- Prepared working papers, reports and supporting documentation for audit findings.

MAY-2019

Site In Charge

FEB-2022

Constructions Work, Patna

- Managed staff scheduling efficiently to ensure adequate coverage during shifts without compromising quality of care provided.
- Developed and implemented quality improvement initiatives to provide best possible.
- Investigated and resolved issues affecting Site operations and labour care.
- Supervising workers and subcontractors, and organizing their schedules .
- Tracking milestones, and assessing quality and adherence to project specifications .
- Managing orders and deliveries of construction materials .

JUL-2015

Cashier & Accountant

MAY-2019

The Biryani Mall, Fraser Road, Patna

- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- Maintained a balanced cash drawer, ensuring accurate accounting at the end of each shift.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Assisted customers with returns, refunds and resolving transaction issues.
- Addressed customer needs and made product recommendations to increase sales.
- Maintained up-to-date knowledge of store policies and procedures, ensuring compliance in all transactions.
- Managed cash drawer accurately, ensuring all transactions balanced at end of day.

DEC-2013

Company Supervisor

JUL-2015

Ganges International PVT Ltd.

Pondicherry Tamilnadu.

- Create schedules and plans for employees, and assign tasks and jobs.
- Organize work groups and coordinate cross-training.
- Monitor employee performance and results.
- Review and improve processes, and set targets for the team.
- Create work report then submit.



PERSONAL DETAILS

Date of Birth : 10th Aug 1994
Nationality : Indian
Gender : Male
Father's Name : Prem Narayan Prasad
Mother's Name : Prabhavati Devi
Languages known : English, Hindi,
Hobbies : Work & Read & playing cricket
Marital Status : Married



DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Place: Patna
DATE:

RAJEEV KUMAR.
Sign