

SANDEEP KUMAR

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Career Objective

To serve and contribute to an organization that provides me an opportunity to integrate my skills and give me a platform to learn and grow with the organization.

Summary Previous Experience

- Currently working in Lead Ads Pvt Ltd (Punjab). from July 2016 to till now as an accountant.
- Had worked in P.K Traders (H.P.) from May 2015 to 25 July 2016.
- Had worked in Delta Electromechanical Contracting L.L.C UAE.from nov 2014 to April 2015
- 2 Months Training in KCC Bank Mehre (Barsar)

Working Experience & Knowledge

- Preparing and editing corresponding, reports, and presentations
- Prepare, compile, and mail bills for products paid for by clients
- Respond to billing questions from both local and national customers
- Perform daily financial transactions which includes classifying, computing , posting, verifying, and recording accounts receivable data
- Processing vendor invoices according to procedures
- Analysis of Ledgers: Debtors, Creditors.
- Bank Reconciliation.
- Managing the day-to-day operations of the office & Cash Handling.
- Reporting all cash activities to the seniors (Managing Director).

Computer Skill

- Tally 7.2,Tally,ERP 9,
- MS Office (Vlookup,Sum if).

Qualifications

Professional Qualification

- **MBA in Finance and marketing** from **LR Group of Institute Solan**,in Sep 2013 with 65% marks.

Academic Qualification

- **B.Com** from HPU Shimla in march 2010 with 56% marks.
- **10+2** from Himachal Pradesh board of school Education Dharamshala,in march 2007 with 54% marks.
- **10th** from Himachal Pradesh board of school Education Dharamshala,in march 2005 with 61% marks.

Languages Known

English, Hindi, Punjabi.

Strengths

- Good inter-personal skills, Learning Attitude, Goal oriented and focused.
- Organizational development, alliance and partnership building.
- Ability to work with a diverse range of people.
- Hard working person and punctual of time

Hobbies

Listening Music, Playing cricket, football, Badminton, Internet.

Personal Information

Name	:	Sandeep Kumar
Father's Name	:	Sh. Mehar Chand
Date of Birth	:	30 th July,1990
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Blood Group	:	A ^{+VE}
Permanent Address	:	Vill-Chhaproh, P.O-Harsour, Teh- Barsar Distt-Hamirpur, Himachal Pradesh Pin:174305

Declaration

I hereby declare that all the details furnished above are true of my knowledge and belief.

Date :

Place :

(Sandeep Kumar)