

RESUME

Chinmaya Kumar Kund



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Objective:

To secure a promising position that provides me a good opportunity to efficiently utilize my skills and for my professional growth.

Summary of Qualifications:

Academic Qualifications:

EDUCATION	BOARD/UNIVERSITY	SUBJECT	YEAR OF PASSING
Degree	Utkal University Odisha	Bachelor of Commerce	Apr-2004
Intermediate	Council of Higher Secondary Education Odisha	Bachelor of Commerce	Mar-2001
Matriculations	Board of Secondary Education Odisha	All subjects	Mar-1999

Professional Qualifications:

- I have completed DCA (Diploma in Computer Application) From A To Z Professional Technical Institute.
- Also complete Accounting Package TALLY ERP.
- ❖ Computer Skills:
 - Microsoft Office, Word, Excel & Power point.
 - Tally 7.2, Tally 9.0,
 - Internal mail system.

Work Experience:

- Presently Working Fawaz Refrigeration Air conditioning Co.W.L.L as Secretary cum Accounts from Kuwait 13 April 2014 to till date.
- Worked in with M/s Holm KK Extrusions PVT.LTD as an Accountant from 01st March 2013 to 7th April 2014.
- Worked in M/s Rathi Adshive Tape (P) LTD as an Accountant from 10th February 2008 to 20 December 2012.
- Worked in OASIS INDUSTRIES (P) LTD as an Accounts asst. from 18th February 2006 to 20 August 2008.

Job Responsibilities:

- Preparing site status report on monthly basis to Ministry of Health. (Farwaniya Hospital Site).
- Preparing various work schedules on monthly basis for HVAC, Plumbing, and Electrical & Civil works to be carried out by related technical departments.
- Preparing memos & letters to Ministry & Head Office.
- Send and receive the faxes & e-mails & replying in co-ordination with Site Manager.
- Making timesheet using ERP system (FOCUS) for 150 staff working at site (Farwaniya Hospital Site)
- Prepare the annual leave schedule for all employees & co-ordinate with HR department.
- Arrangements for Medical and Fingerprint to the newly appointed employees.
- Co-ordinate with HR & Management for employee queries & complaints.
- Updating & maintain the holiday, absence & training records of staffs.
- Updating, processing & filing of all documents related to the site.
- Prepare the material request for some consumable items & follow up with purchase orders & tracking the materials.
- Maintaining the site petty cash & forwarding to finance department for reimbursement cash payment.
- Quantity surveying for received materials at site office.
- Having a good communication skill and soft spoken approach with everyone.

Current Job Responsibilities (Accounts)

- Prepare all type of Vouchers and posting on computer.
- Reconcile the Bank & Analysis the Creditors & Cheque Preparing.
- Reconciliation of Party's A/c,
- Preparing & Checking the Debit Note, Credit Note & Traveling Bill.
- Prepare the details of Sales Tax requisition ('C' form, Form-38, Form).
- Maintaining Day Book.
- Prepare Sale Tax Return file.
- Prepare Excise Return file on line.
- Preparing Excise Bill.
- Voucher Entry, Cash Book, and Bank work.

Personal Skills & Managements:

- Self-Motivated, Team working & Interpersonal Skills
- Organizing Skills
- Positive thinking and Hardworking
- Effective Communications skills

Personal Details:

- Date of Birth : 04.07.1984
- Father's Name : Akshay Kumar Kund
- Marital status : Married
- Languages Known : English, Hindi, Odia
- Nationality : Indian
- Sex : Male
- Passport No. : M5450842
- Passport Issue : 05/02/2015
- Passport Expire : 04/02/2025

DECLARATION: - I hereby declare that the above information is correct, true & complete from best knowledge. If given a chance, I assure that I will assume my all abilities for the satisfaction of my senior & management.

Yours truly,

Chinmaya Kund