

## **CURRICULUM VITAE**

### **Sanjeet Kumar**

Nagar Nigam Campus

Bank More Dhanbad

Jharkhand

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### **CARRIER OBJECTIVE**

A diligent Worker ,willing to work in an organization where I can learn & Develop my skills and in the process Benefit the Organization as well .

### **Personal Traits**

- Adaptable to Variable situations, quick to grasp new concepts and skills.
- Creative and innovative problem-solver able to analyze, optimize, interpret complex concepts for effective and productive use of available resources and to improve ideas and synthesize new approaches.
- Self-starting, requiring minimal supervision.
- Able to communicate ideas and opinions clearly and convincingly.
- Successfully maintain effective personnel relationships while remaining results oriented.
- Believe in achieving set target in minimum possible time.

### **EDUCATIONAL QUALIFICATION**

<b>Year</b>	<b>Qualification</b>	<b>University</b>	<b>Percentage</b>
2013	MBA (FINANCE )	IGNOU FULL TIME	63%
2009	ONE YEAR DIPLOMA IN FINANCIAL ACCOUNTING	Brainware Computer Academy Dhanbad	70%
2008	B.Com(H)	Vinoba Bhawe University, Hazaribagh	61%
2005	12th	C.B.S.E	66%
2002	10th	C.B.S.E	52%

### **SKILL SETS**

- Knowledge of Tally.
- Proficient in Microsoft Office: Excel, Windows, Power Point, Access & Internet.
- Typing Speed of 42 words per minute (English).
- Hands on experience in Windows 7 & Oracle.

## **Professional Experience**

**Organization:** Centum Learning Ltd (A Bharti Associate Company) New Delhi.

**Designation:** **Associate (Feb 2013- Dec 2013)**

### **Responsibilities:**

- Responsible for all types of Reports and Dashboard.
- Data downloading, processing, cleaning and formatting.
- Handling multiple reports, working with formulae, pivot tables & pivot charts, and various other excel sheet components for accurate data.
- Updating data on Government websites.
- Keep the project manager informed of task accomplishment, issues and status.
- Motivating the Team and focusing on to achieving targets.

**Organization:** DEV News Network Pvt Ltd.

**Designation:** **Account executive (Feb 2014 – Nov 2014 )**

### **Responsibilities:**

- Responsible for Maintain Day Book .
- Communicate with clients.
- Making payment of Bills and salary cheque for employee.
- Making I& E Statement.
- Making entry in Tally .

**Organization:** Suez Environment India .

**Designation:** **Billing Analyst (Dec 2014 – Sept.2015 )**

### **Responsibilities:**

- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Resolve customers' service or billing complaints by performing activities such as adjusting bills.
- Contact customers in order to respond to inquiries or to notify them of claim investigation results and any planned adjustments.
- Determine charges for services requested, collect deposits or payments, and/or arrange for billing.
- Helping to provide a prompt and accurate response to both internal and external customer queries related to water billing.

**Organization:** American Express .

**Designation:** **Business Analyst (Oct 2015 – Till Now )**

### **Responsibilities:**

- Perform monthly duties relating to Intercompany transactions and Intercompany reconciliations for entities worldwide.
- Processing S&B Charge out with 100% accuracy & secrecy and other journal entries raised by the market- JAPA EXPAT.
- Taking care of Inter Company processing, accounting and Settlements via wire transfers of different legal entities for American Express.

- Ensure that the Month end activities are carried out effectively and help any of the team members in-case, any of them face any challenges.
- Monitoring the updating of Standard Operating Procedures for the process as and when there is a change in the process.
- Solving Customer queries received from Market JAPA & EMEA region.
- Pull the auto generated invoices of Various Entity through Oracle.
- Process all the MJE's received from Intercompany from different region.
- Respond to inquiries from locations worldwide.

## **STRENGTH**

- Analytical Ability.
- Negotiation Skills.
- Communication and presentation skills.
- Positive motivator and persuader.
- Self believer.

## **HOBBIES**

- Listening to Music.
- Participated in group discussion.
- Surfing internet .

## **PERSONAL DETAIL**

Date of Birth	:	2 <sup>nd</sup> September 1986
Father's Name	:	Sri Ravindra Prasad Bhagat
Status	:	Married
Nationality	:	Indian
Religion	:	Hindu
Language Known	:	English, Hindi
Permanent Address	:	Nagar Nigam campus Bank More, Dhanbad -826001 (Jharkhand)

### ***Declaration:-***

I hareby declare that above mentioned information is true .

Date :

Place: Delhi

**Sanjeet kumar**